



## Guidelines for Temporary Events

401 S. Alamo St. Phone 903-935-4427

**\*All Applications must be submitted 2 weeks prior to food event\***

### Off-Premise Temporary Events:

- A. Vendors are inspected on site and issued a temporary permit for the length of the event. The cost of City sponsored events food permit is \$25, any other food permit event is \$75 and will be collected at time of inspection.  
\*\$25-Events include: Cinco de Mayo Festival, Fire Ant Festival, Wonderland of Lights, Second Saturdays and Western Days (Hallsville). Any other Event \$75
- B. A list of all foods to be served shall accompany the application for the permit and must be approved in advance by the Health Inspector. Only those food items requiring minimum of handling, mixing of preparation (including but not limited to foods such as hot dogs or proportioned hamburgers) are allowed to be prepared inside the temporary facility. If the facility is fully equipped with sinks and hot and cold running water, preparation of other food items may be allowed as permitted by the Health Inspector. **(ONLY FOODS APPROVED BY THE HEALTH INSPECTOR WILL BE ALLOWED FOR SALE AT THE EVENT. ALL OTHER FOOD ITEMS MUST BE DISCARDED OR CITATIONS MAY BE ISSUED).**
- C. Permitted Food Items:
  1. All food distributed to the public must originate from an approved / permitted source and may not be prepared or stored in a facility not permitted by the appropriate Health Inspector.
  2. Home preparation or storage is not permitted unless under guidelines of Texas Cottage Food Rules.
- E. Establishment Requirements:
  1. All stands must have suitable covering over food preparation, cooking, washing, and serving areas.  
Such cover must meet Fire Code Requirements.
- F. Food Care in Temporary Establishment:
  1. All meat, dairy and perishable food products while being stored, prepared, displayed must be kept at the following safe temperatures:
    - a. Cold foods must be maintained at 41°F or below.
    - b. Hot foods must be maintained at 135 °F or above.
    - c. Hamburger patties must be cooked to an internal temperature of 155 °F during preparation.
  2. A metal stemmed thermometer must be provided for checking food temperatures during preparation and storage.
  3. All condiments, including onions, relish, peppers, ketchup, mustard, etc. must be in individual single service packets or shall be dispensed from sanitary dispenser.
  4. All foods, food containers, utensils, napkins, straws, etc. must be stored a minimum of six (6) inches above the floor and adequately protected from splash, dust, insects, weather or other contamination.

5. When self service ice dispensers are not provided, ice scoops are required. Handles of ice scoops must extend out of ice. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans, or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans or bottles in melted ice water.

G. Sanitation in Temporary Establishments:

1. Food handling personnel must wash hands as frequently as necessary, even though disposable gloves may be used and are recommended.
2. Portable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water may be required.
3. One empty sturdy pail or tub to collect wastewater from washing hands.
4. Disposable paper towels and hand cleaning soap or detergent.
5. The use of tobacco, eating food or drinking beverages is prohibited in food preparation and food service areas. Sitting on tables and counters is prohibited.
6. Animals are prohibited in all food establishments.

**\*ALL EMPLOYEES HANDLING FOOD MUST HAVE A FOOD HANDLER CARD OR CERTIFICATE ON SITE PER CITY ORDINANCE SEC. 13A-87K**



## Temp Food Permit Application

401 S. Alamo St., Marshall, TX  
PO Box 698, Marshall, TX 75671  
P: (903) 935-4427

Permit #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
By: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
CK# \_\_\_\_\_  
☐ Cash ☐ Credit Card

***Must Notify Health Department 2 Weeks Before Event***

### Business Information

Business Name: \_\_\_\_\_

Event: \_\_\_\_\_ Date(s) \_\_\_\_\_ Time of Food Set Up: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business: ☐ Mobile Unit ☐ Catering ☐ Vendor ☐ Concession Stands ☐ Other: \_\_\_\_\_

### Owner Information

Owned By:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

### Permit Fees:

- ☐ City Sponsored/Nonprofit \$25.00 Number Food Handler: \_\_\_\_\_  
☐ Per Event/Vendor \$75.00  
☐ Permit # \_\_\_\_\_ Vendor (Harrison) **NO FEE**

**\*NOTE: To be charged as a nonprofit organization, a copy of your 501(c)(3) must be submitted with this application.\***

*List of proposed food items to be served:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Restaurant/Store/Source Food will come from:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hence, I hereby agree to abide, as reasonably as possible, to these rules. Furthermore, I realize that failure to follow the same may result in serious adverse effects in persons consuming food at my establishment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Health-Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

