

# Environmental Health Services



## Single Event Temporary Restaurant License Application

**A 100% late processing fee** will be added to each temporary license fee that is not received in the Environmental Health Office by noon two business days before the event begins. [MCC § 21.612]

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\***

<b>Facility #:</b>
<b>Audit/License #:</b>

**1. Restaurant/Organization:** \_\_\_\_\_

Phone #: \_\_\_\_\_

Licensee (owner or organization): \_\_\_\_\_

Email: \_\_\_\_\_

Address of Licensee: \_\_\_\_\_

**Event:** \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_

Location (Street name/number): \_\_\_\_\_ **Hours:** \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Booth:** Set-up time on first day of event: \_\_\_\_\_ **Start time:** \_\_\_\_\_

Person in charge of Food Booth: \_\_\_\_\_ **On-Site Phone:** \_\_\_\_\_

**Menu: (list all food items, including perishable toppings):**

Food item	How Served		Made to order		Off-site prep		At event prep		Describe cooking method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

**2. All food must be prepared in a facility approved by the Health Department or the Department of Agriculture.**

- Home prepared foods not allowed.
- No cooling allowed in Food Booth.

**3. Licensed restaurant/commissary used for food preparation, storage and dish/utensil washing. If all done onsite, mark "onsite only" below \***

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

Address: \_\_\_\_\_

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

Person granting permission to use restaurant/commissary (Print name and signature)

\*Food Preparation, Food Storage and Dish/Utensil Washing Done Onsite Only

# Environmental Health Services



- 4. Handwashing:** Describe: \_\_\_\_\_
- a. Water container must have a spigot that allows for a **free-flow** of water (Push-button type not allowed).
  - b. Water container and catch basin must be 5 gallon capacity.
  - c. Temporary hand wash station **must** be set up **before** food preparation begins.
  - d. Provide warm water.

- 5. Disposal of waste water:** (i.e water used for handwashing, washing dishware, bleach solution, cold/hot-holding)  
Describe: \_\_\_\_\_
- (Waste water must not be disposed of on ground or in storm drain).**

- 6. Food temperature control:**  
How will you provide for proper food temperature control (below 41° F, or above 135° F) in booth?
- a. Cold-holding devices (i.e., refrigerator, ice chest, freezer)  
Describe: \_\_\_\_\_
  - b. Hot-holding devices (i.e., warmer, steam table, heat cabinet, burner)  
Describe: \_\_\_\_\_
  - c. Rapid-heating devices (i.e., stove, oven, burner, grill)  
Describe: \_\_\_\_\_

- 7. Counter cleaning and sanitizing:**  
**(1 teaspoon of bleach per gallon of water and chemical test papers to monitor concentration of bleach). Provide 2 sanitizer set-ups.**

- 8. Booth construction:**  
**(Floor: non-absorbent surface such as wood, concrete or plastic tarp; grass must be covered)**  
**(Ceiling: hard or soft covered structures such as canopy or tent).**  
Describe: \_\_\_\_\_

- 9. Food handler's cards:** must have before event.....  Yes  No  
**Probe thermometer:** (Range of 0° F – 220° F) .....  Yes  No

**Submission of Application:**

All portions of the application must be completed

<p><b>Refer to <a href="#">Fee Schedule</a> or <a href="http://www.mchealthinspect.org">www.mchealthinspect.org</a> or call office @ (503) 988-3400</b> If your event operates more than 30 days and you have an interruption in food service or your license expires, a written notification is required from the Event Coordinator stating your last date of operation; or notification to the EHS office prior to interruption to avoid late fees.</p>	<p><b>Make check payable to:</b> Multnomah County Environmental Health Services 847 NE 19th Avenue, Suite 350 Portland, OR 97232</p>
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**Benevolent Administrative Processing Fee (Once Each Calendar Year)**  
Benevolent temporary restaurants are charged a fee for the application process. This is not a license fee. A permission letter must be submitted with application if Benevolent Organization allows another operator to use its Non-profit Tax ID number. The Benevolent organizations are the responsible party for that event therefore approval for use of their Non-profit tax number must be verified. All proceeds must go to the benevolent organization.  
Non-profit tax ID #: \_\_\_\_\_ **(A photocopy of 501C3 is required)**

Inspection(s) of your temporary restaurant may occur at any time, whether or not workers are present, from the point of setting up to the point of closing down your food service operation. All temporary restaurant licenses are issued for each single event for the location, operator, and dates posted on each license.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_