



## Temporary Food Establishment Application

This application shall be completed and submitted to Henderson County Environmental Health to provide information about all food preparation and sales to the public at any public event or exhibition within Henderson County. A TFE permit is required to sell food or drinks at a special event. ***The permit is issued in conjunction with a fair, market, festival, or public exhibition.*** In addition to this vendor application, a separate TFE Organizer Application shall be submitted by the organizer of the event. ***Please Note:***

- **TFE Application and TFE Organizer Applications must be submitted at least 15 days before the event start date. Applications submitted less than 15 days before event will be denied approval to operate.**
- **Applications can be emailed to [HCDPH\\_EnvHealth@HendersonCountyNC.gov](mailto:HCDPH_EnvHealth@HendersonCountyNC.gov) or submitted directly to: 1200 Spartanburg Hwy, Hendersonville, NC 28792 (mailed or dropped off in-person).**
- **A fee of \$75.00 is required for each TFE application and must be paid when submitted.**
- **TFE applications will not be considered “complete” until the TFE Organizer Application is received from the event organizer/organization.**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_  
Street City NC State Zip

Name of Vendor: \_\_\_\_\_ Vendor Phone (cell): \_\_\_\_\_

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

Vendor Business Address: \_\_\_\_\_  
Street City State Zip

Applicant Email Address: \_\_\_\_\_

Date for permitting: \_\_\_\_\_ Time for permitting: \_\_\_\_\_

**TFE booth must be completely set up prior to permitting and **NO** food preparation is allowed in the booth until the permit is issued.**

Will vendor prepare food prior to the event?  Yes  No

If you checked “yes” food will be prepared prior to the event, provide the name of the facility where food will be prepared:

Name of Prep Facility: \_\_\_\_\_ Date of preparation: \_\_\_\_\_ Time of Preparation: \_\_\_\_\_

Address of Prep Facility: \_\_\_\_\_  
Street City State Zip

**Any advanced preparation offsite from the actual TFE event may require a TFE commissary permit for the preparation site.**



**What will you use for?**

Cold Holding	Hot Holding	Utensil Washing	Hand Washing Set-up
Refrigerated truck	Chafing dishes	3 Utility sinks	Mechanical sink
Refrigerator	Steam table	3 Compartment sink	Gravity flow set up
Freezer	Grill	3 Basins	Other:
Other:	Other:	Other:	

**Check the box which best describes your food booth setup:**

- 3-sided tent  
  Tent with fans  
  Food Trailer  
  Permanent Structure  
 Other: \_\_\_\_\_

**Will you cool any food items (during the food preparation process or at the end of the day)?** Yes No

**Any cooling must be approved at the time the permit is issued**

If yes, please describe your cooling process (attach additional pages if needed).

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**Please check the box that best describes the source of water for your food booth:**

- Public water supplied by organizer (requires food grade hose)  
  Tap water supplied by vendor  
 On-site private well (requires sampling prior to event or back up water source)  
  Bottled water supplied by vendor

**Check the box that best describes the disposal method for the following:**

**Garbage:**

- Waste taken offsite  
 Dumpster  
 Other: \_\_\_\_\_

**Wastewater:**

- Portable toilet at event  
 Event grey water bin  
 Other: \_\_\_\_\_

**Grease/Oil:**

- Grease taken offsite  
 Grease receptacle at Event  
 Other: \_\_\_\_\_

**Will you be washing any fruits or vegetables in your TFE booth?** Yes No

**All produce must be washed prior to cutting, preparing, cooking or serving. A separate produce wash sink setup with flowing water is required!** If yes, please describe what you will use for a produce wash sink.

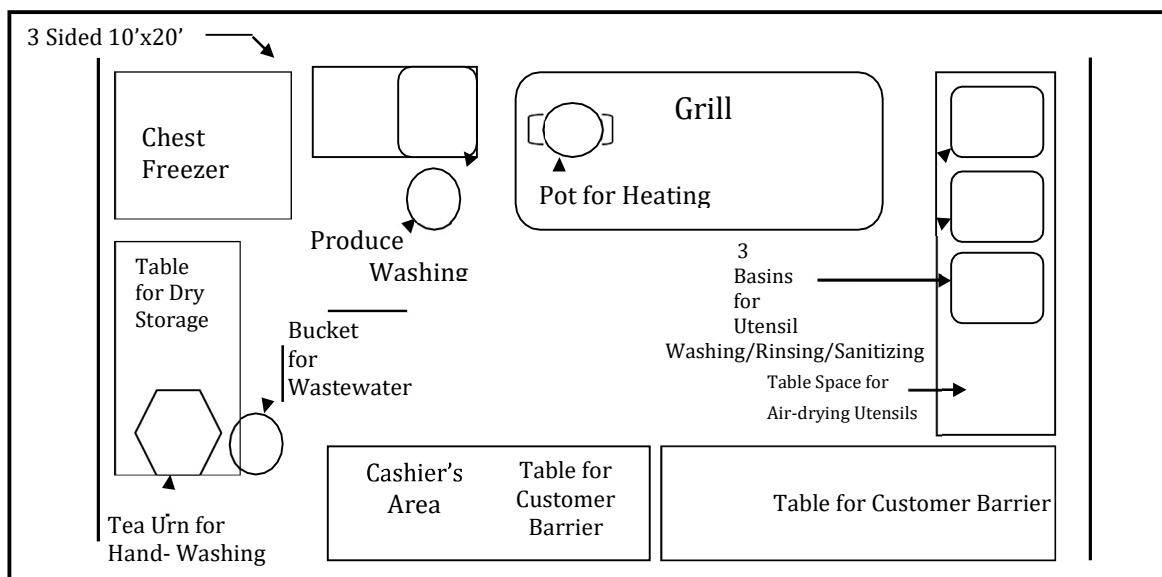
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**Do you have an approved Employee Health Policy?** Yes No

See the following example of a typical food booth set-up. Please note that ALL food booths must have approved hand wash set-up and utensil washing set-up for washing, rinsing and sanitizing equipment. Other equipment needs may vary and be unique to your set up. Please draw a diagram of your food booth set up using the example below as guidance.



Please draw a diagram representing how your food booth/trailer will be set up.

**DIAGRAM NEEDS TO BE READABLE AND PLEASE LABEL ALL APPLICABLE EQUIPMENT**

*I certify that the information in this application is complete and accurate. I understand that:*

- *Any changes to my operation must be submitted to Henderson County Environmental Health for review and approval prior to the day of the event.*
- *All potentially hazardous foods (PHF/TCS) that I am serving must be maintained at approved temperatures (41°F or below for cold food and 135°F or above for hot food) during transport, holding and/or service.*
- *Failure to maintain approved temperatures for PHF/TCS foods may result in disposal or embargo of the food.*
- *Vendor is expected to be ready at permitting time given.*
- *Permits must be posted in a conspicuous place designated by the regulatory authority.*



Applicant Signature: \_\_\_\_\_

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

**Office Use Only**

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

Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Comments:



## Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. *All applications must be submitted at least 15 days prior to the date of the event.*

### Person in charge

- Available during all hours of food preparation and service

### Employee requirements

- Gloves
- Employee Health Policy Agreement
- Hat, hairnet, or visor

### Tent/weatherproof structure/canopy

- Canopy over entire operation (smokers are not required to be under a canopy)

### Fly protection

- 3 solid or mesh sides
- Fly fans (if needed)

### Ground covering

- Protection from dust/mud (in the absence of asphalt, concrete or grass)

### Water supply

- Approved water source (private wells require testing in advance)
- Food-grade drinking water hose(s) – must be labeled
- A means to heat water for handwashing

### Wastewater disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or port- a- johns

### Utensil washing

- 3 basins (large enough to fit equipment)
- Drain board or counter space for air drying
- Soapy water, rinse water, sanitizer
- Sanitizer test strips

### Hand washing station

- Warm water at least 100°F
- Free-flowing faucet/stopcock/spigot/nozzle
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

### Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate produce wash sink setup if any unwashed vegetables or fruits

### Food temperatures

- Accurate thin-tip food thermometer
- Cold holding: refrigeration/freezer/coolers with ice
- Hot holding equipment

### Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments

### Lighting

- Shielded above food/preparation if operating indoors or at night.

*I certify that I will comply with the requirements listed above and any other requirements as described by HCDPH while operating my Temporary Food Establishment:*

**Vendor Signature:** \_\_\_\_\_

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