

**RADNOR TOWNSHIP
WHEELS OF WAYNE COMMUNITY EVENT
TEMPORARY FOOD VENDOR APPLICATION
"PLEASE PRINT"**

*** A COMPLETELY FILLED OUT APPLICATION MUST BE SUBMITTED TO THE RADNOR TOWNSHIP RECREATION & COMMUNITY PROGRAMMING DEPARTMENT AS SOON AS POSSIBLE FOR REVIEW. APPLICANTS NOT HAVING SUBMITTED THEIR APPLICATION ON TIME OR NOT COMPLETELY FILLED OUT MAY NOT BE APPROVED TO PARTICIPATE. SPACE IS ALLOTTED ON A FIRST COME, FIRST SERVE BASIS ***

Applicant Name: *	Phone: * e-mail: * Fax:*
Name of Event: * WHEELS OF WAYNE COMMUNITY EVENT	
Location of Event * NORTH WAYNE AVENUE, WAYNE, PA	
Name, Address & TELEPHONE # of the Food Facility Commissary or Catering Company: *	
Coordinator information: *	Phone:*
Date(s) of Event: * SUNDAY, APRIL 29, 2018 (RAIN DATE SUNDAY, MAY 6, 2018)	
Hours of Event:* 1 – 4 PM	
Name of Certified Food Safety Professional that will be on site the day of the event? *	Phone:*
Set up Time:	Break Down Time:
Will food be cooked off site:* Yes or No (circle one)	
*** If yes, Name, address and phone # of facility: *	
Cooked Foods	
What method of heating source will be used to maintain Hot holding temperatures @ 135 degrees or more? *	
What method of cooling source will be used to maintain Cold holding temperatures @ 41 degrees or less? *	

Uncooked Foods

How will food(s) be protected?

*

How will foods be displayed:

*

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Method of washing utensils:

*

Source of Potable Water: *

Source of Ice:

*

How and where will food handlers wash their hands:

*

How will left over foods be disposed of:

*

Where will the location be and how many restroom facilities will be provided:

*

N/A

Where and how will patrons wash their hands?

*

How will garbage be disposed of both liquid and solid:

*

Provide list of menu items served (attach additional sheets if needed):

IMPORTANT NOTICE

- **Vendors not licensed by Radnor Township must provide all of the following documents:**
 - **A Current copy of Food Establishment License from issuing governmental agency. (State, County, or Local Health Agency)**
 - **A Current copy of Certified Food Managers Certificate from issuing governmental agency. (State, County, or Local Health Agency)**
- * **The Most recent copy of Food Establishments inspection report.**
 - **Each vendor must have a stem thermometer(s) to maintain temperature at safe levels**
 - **Each vendor must have means to rinse surface dust from their hands and sanitized solution or other method approved by health officer**
 - **Each vendor serving food product that requires no further cooking must use gloves, tongs, spatulas, or deli paper or other method approved by health officer**
 - **Trash containers must be provided and trash disposed of in accordance with Radnor Township Ordinances**

Signature of applicant: *

Date: *

Do not write below this line. To be completed by Radnor Township Staff

Application Received:

Fee Paid: N/A

Application Approved:

Denied:

Signature of Health Officer:

Comments:

Menu of Foods Served

Sketch of Temporary Stand(s)

To: Coordinator of Special Events
From: Marie Carbonara, Health Officer
Re: Food/Beverage Concessions

In order to have your temporary event run smoothly and to minimize the possibility of FOODBORNE ILLNESS OR OUTBREAK this information has been developed to help you and your concessionaires. Please contact me after you have gone through it, if you have any questions. I will be very glad to help you with your plans.

Attached you will find:

- 1) The coordinator's list of **ALL** concessionaires participating, each food/beverage item being offered. This list should be prepared by **THE COORDINATOR** and submitted to this office as soon as possible.
- 2) Accompanying the list of concessionaires you must submit a drawing of the layout of the event designating where each food booth will be stationed.
- 3) Provide Menu and sketch of stand (form attached).

Please inform each of the concessionaires not licensed by Radnor Township that they must have a current, valid food establishment license from the Municipality or County where they are located when they submit their application. (Obviously, all Radnor Township food establishments will already have their license on file in this office). Any concession not meeting the requirements of Radnor Township will not be allowed to operate during the event.

- 4) The temporary event application, which shall be filled out by each food/beverage concessionaire as soon as possible. A ~~\$125.00 fee~~ must accompany each concessionaire's application **(FEE WAIVED FOR EVENT)**. All Concessionaires must turn in completed Temporary Event Applications to the Event Coordinator along with the fee. The Event Coordinator will submit all applications to the Health Officer for processing. "NO" Temporary Event Applications will be accepted from the Concessionaire by the Health Officer.
- 5) ~~A \$250.00 Special Event Sponsor Fee is required two weeks prior to the event. (Event Coordinator only)~~
N/A

