

WINNEBAGO ENVIRONMENTAL

Health and Safety

APPLICATION TO OPERATE A TEMPORARY FOOD ESTABLISHMENT (Includes food trucks)

Application _____

Event Date _____

Application for temporary food stands (Includes food trucks) located on the Winnebago Reservation. A temporary food establishment license is valid in one location for up to 14 days in conjunction with a single community event. Temporary food establishments that operate simultaneously at more than one stand at an event are required to have a separate license for each location.

Applications shall be submitted a minimum of three business days prior to operating, and penalties may be assessed if application is not submitted prior to the event. Temporary stands are subject to inspection and preparation and sales may be suspended if all requirements are not complied with. Winnebago Tribe prohibits a food establishment (including a Temporary Food Establishment) from opening or operating until a license has first been obtained from the Winnebago Environmental Health and Safety office.

Once the application, other required documents and appropriate fees are received and processed, the Office of Environmental Health will review the information to determine if a Temporary License may be issued.

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.

FOOD ESTABLISHMENT INFORMATION

EVENT INFORMATION

Food Stand Name	Event Name
Name of Owner	Date(s) of Event Start Date: End Date:
Address	Location of Event (Name of Venue or Area)
City/State/Zip Code	Contact Information
Contact Information	Address of Event

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Phone #	
Cell or Alternate #	City Zip Code

Type of Organization

For Profit

Charitable – Not for Profit

Hours of Operation Set-up/Prep Time:

Service Time:

Indoor Event

Outdoor Event

Event will occur regardless of the weather conditions: Yes

No

On-site (Person-in-Charge)

Contact Name: _____

Cell phone: _____

Email: _____

Event Organizer Name: _____

Phone: _____

Email: _____

Secondary on-site (Person-in-Charge)

Contact Name: _____

Cell phone: _____

Facility Type

Booth Mobile Food Unit Permanent Building Food Cart

FOOD ITEMS THAT WILL BE PREPARED AT ANOTHER LOCATION, PROVIDE THE FOLLOWING INFORMATION:

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Food Establishment Name _____

Name of Permit Holder _____

Address and City License #

Date and Time of preparation

Contact phone number _____

Facility Type:

Licensed Food Establishment

Licensed Mobile Food Unit

Other _____

Menu

Is your menu items, a food you prepare from multiple ingredients or an item that you purchase ready-made?

Purchased

Prepared Source of food including all ingredients

EXPLAIN

All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)

Yes

No

If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.

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Stand Construction Overhead Covering

- Canvas Wood Other _____

Floor

- Asphalt Concrete Wood Other _____

Walls

- Screens Concrete Wood Other _____

Booth supplied by

- Food Stand Operator Event Coordinator Other _____

Utensils and Equipment

Utensil Types Used

- Providing Single Use Eating and Drinking Utensils
- Multiuse Kitchen Utensils (knives, cutting board, pots/pans, etc) Type of Utensil Washing Setup
- Three Basin Setup on site
- Shared Three Compartment Sink on site
- Ware washing within a licensed Food Establishment
- NA Sanitizer to be used Chlorine (such as unscented bleach)
- Quaternary Ammonium
- Other _____

Test strips provided (test strips are required if using sanitizer on site)

- Yes No

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Handwashing Facilities Provided by

- Food Stand Operator Event Coordinator NA (all pre-packaged food items)

Type of handwashing facility Handwashing stations are required in each food stand and are required to be set up prior to food preparation.

- Gravity Fed Water with Spigot and Bucket
 Self-Contained Portable Unit (in each stand)
 Plumbed with Hot and Cold Water Under Pressure
 NA

Disposable gloves provided

- Yes No

Food Storage or Display Equipment List all equipment used for food storage and display. Enter N/A if necessary.

Hot Cold Dry Condiments Water Supply Provided By

- Event Coordinator
 Food Stand Operator Source of Water
 NA
 Public
 Non-Public (Results of most recent test must be submitted)

Method of providing hot water for handwashing and warewashing Cooking Equipment List all cooking equipment: (example grills, fryers, etc.) Provided By

- Event Coordinator
 Food Stand Operator

Electrical Supply

Type

- Generator Power Hook Up No Power Needed

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Lighting Available

Other _____

Provided By

Event Coordinator

Food Stand Operator

Food Transportation

Identify how food will be transported to event in order to maintain safe temperatures.
Food Employees/Volunteers Certified Food Protection Manager available

Yes No

Name: _____

of food employees/volunteers

Person responsible for maintaining log book (required) A log book is a record of employees with dates and times worked in the stand.

Refuse Removal (Liquid waste = water, grease, etc.) (Refuse = trash)

Describe how liquid waste will be disposed of. Enter N/A if there is no liquid waste.

Frequency of liquid waste removal (times per day)

Describe how trash will be disposed of.

Thermometers

Holding Thermometer Description. Enter N/A if temperature control is not required for safety.

Thin Tip Probe Thermometer Other (describe) _____

Cooking Thermometer Description. Enter N/A if there is no cooking.

Thin Tip Probe Thermometer Other (describe) _____

Rules and Regulations

The food Stand Operator has read the Temporary Food Operation Guide

Yes No

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An Annual Temporary Food Establishment License will not be issued unless this application meets all applicable requirements found in the Winnebago Food Regulations as summarized in the Temporary Food Establishment Rules and the Environmental Health and Safety has approved the license.

All Temporary food stands are subject to inspection. Non-compliance may result in closure of the Temporary Food Establishment.

Reminders:

- No homemade foods, with the exception of non-time/temperature control for safety food only sold at non-profit stands
- No bare hand contact with ready-to-eat foods
- All meats must be USDA or IA inspected with a stamp of inspection
- Self-serve condiments shall be individually packaged or in pump or squeeze-type dispensers
- Handwashing facilities must be provided in any stand with unpackaged foods or beverages

I hereby certify that I have read the Temporary Food Stand Requirements and I understand and agree to comply with these requirements.

Applicant's Name (Print): _____

Applicant's Signature: _____

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Check # _____ Date Receive _____

Amount Received _____ Check Name _____

Penalty Amount _____ Amount Due _____

Reviewed by _____

License Fee \$60.00 Submit payment to:

Environmental Health Specialist
Winnebago Public Health Department
Office of Environmental Health
225 south Bluff Street
P.O. Box C
Winnebago, Ne. 68071

Phone 402-878-3588
Cell # 712-898-7894
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