Temporary Food Establishment (TFE) Application for Church Kitchens

• If you need assistance to complete this application, please contact our Temporary Event Coordinator at 512-248-7620.
• Only complete applications will be forwarded for review.
• Non-profit/501(c) organizations are exempt from TFE permit fees.
• Operating a temporary food event without a valid permit is a violation of City and County regulations.
• Permit applications must be submitted by noon of the last business day prior to the event.

NAME OF CHURCH: __________________________________________________________

ADDRESS:__________________________________________________________________

EVENT: _________________________________________________________________

Date(s) of event: _________________________________________________________

Time of event: ___________________________________________________________

Event Location/Address: _________________________________________________

City: ________________________________________________________________

Date and time TFE will be set up and ready for inspection: ______________________

Event Coordinator ______________________________________________________

Phone: ___________________________ Email Address:________________________

Food Preparation:

YES NO All food will be prepared on the property where the kitchen is located

If NO and foods other than baked goods (cakes, cookies, brownies which may be prepared in a private home according to cottage food standards) will be prepared offsite, please provide the name of the source of the food being prepared in a separate location: __________________________

YES NO A sink that can be designated for handwashing only is available during the event

YES NO A sink that may be utilized for warewashing is available during the event

If YES above, how many compartments in this sink? __________________________

YES NO Refrigeration units are available for storage of foods that require temperature control for safety (TCS Foods) during this event.

YES NO Equipment is available for cooking, heating, and/or hot holding of foods (i.e., stove, oven, crock pot, Dutch oven).
Food Service

YES  NO  All food will be served on the property where the kitchen is located

If NO above, please note requirements below:

- An additional TFE permit application may be required for the event site. Please contact the Temporary Event Coordinator for clarification.

- Regulations regarding TFE booth set-up will apply, information will be provided for compliance with these regulations. Please contact the Temporary Event Coordinator for clarification.

- Manner of transportation of food must be determined to maintain required temperatures of TCS Foods. Please contact the Temporary Event Coordinator for clarification.

If serving food outside, all food and drink must be dispensed from a covered or "roofed" concession stand (existing 8-foot ceiling, tent, netting, tarp, etc.). All equipment used for heating foods must remain covered and opened only as required for service.

Grills or other cooking equipment, placed outside of the covered food prep area, must have a lid or other durable cover. No food prep or service can be conducted on an uncovered surface or cooking unit.

List ALL food and drinks to be prepared, cooked, held under temperature control, and/or served. (No part of food preparation or storage may take place in a home/unpermitted facility):

*Please indicate where each step will take place, TFE (on-site) or CPF.

<table>
<thead>
<tr>
<th>List Foods to be Prepared, Cooked, or Sold</th>
<th>Thaw (How and Where*)</th>
<th>Cut/Wash Assemble (Where*)</th>
<th>Cold Holding (How and Where*)</th>
<th>Cook (How and Where*)</th>
<th>Hot Holding (How and Where*)</th>
<th>Reheating (How and Where*)</th>
<th>Commercial Pre-portioned Package?</th>
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TCS foods requiring hot or cold hold will be transported to ensure proper temperature control:
  ____ in ice chest(s) with cold packs and thermometer (41°F)
  ____ in ice chest(s) with hot pack and thermometer (135°F)
  ____ if other, describe: ________________________________

The following foods will be purchased at an approved facility for preparation on site (circle all that apply):
  ____ Beef Raw / Precooked Purchased from?__________________________
  ____ Chicken Raw / Precooked Purchased from?__________________________
  ____ Fish Raw / Precooked Purchased from?__________________________

Will drinks be served (circle one): in cups with ice in original containers

If you have any questions or would like assistance with this application, please contact our Temporary Events Coordinators:

David Urban, R.S., or Teresa Galindo, MPH, CPH, R.S., at 512-248-7620

I have read and understand the conditions of this permit application.

Applicant / Representative Signature ___________________________ Date ________________

Permit # - TFP - __________

Reviewed / Approved by ___________________________ Date: __________

_____ Received in office, permit mailed (date): _________________

_____ Received by mail, permit mailed (date): _________________

_____ Received in office to be picked up later

Permit picked up at office by ___________________________ on __________ Date __________