Temporary Food Establishment (TFE) Application

If you need assistance with this application, please contact our Temporary Event Coordinator at 512-248-7620. Only complete applications will be forwarded for review.

Submit completed application with the appropriate fee to:

WCCHD, 355 Texas Ave., Round Rock, TX 78664

- Applications should be submitted two (2) weeks prior to the event if you request that your permit be mailed prior to the event. After that time you may be required to pick up your permit in person.
- Permit applications must be submitted by noon of the last business day prior to the first day of the event. WCCHD will not deliver a permit the day of the event.
- Failure to meet the minimum requirements for food safety as defined in the Texas Food Establishment Rules (TFER) will result in our refusal to issue a permit or void an existing permit.
- Operating a TFE without a valid permit is a violation of City and County regulations.

NAME OF EVENT: ____________________________

Date(s) and Time(s) of event: ____________________________

Event Address/City: ____________________________

Date and time you will begin operation: ____________________________

Event Coordinator: ____________________________

Phone: ____________________________

NAME OF BOOTH: ____________________________

Contact name: ____________________________

Contact phone: ____________________________

Contact e-mail: ____________________________

Mailing address if required to issue permit: ____________________________

If a permitted food establishment is used for any part of the preparation of food for the event provide the following information:

Name / Permit # / Exp. date: ____________________________

Address: ____________________________

If the food being sold and/or sampled is produced under a Manufactured Foods Permit issued by the Texas Department of State Health Services, a copy of that permit must be on site at each event.
All food and drink must be dispensed from a covered or "roofed" concession stand (existing ceiling, tent, 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 my 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?__________________________

If baked goods are to be sold, where were they prepared or purchased? ________________________________
Drinks will be served (circle one): in cups with ice in original containers N/A

Does the event provide a public water source for vendor use during the event? YES NO

If no, you must provide an adequate supply for your needs during the event.

YES NO A handwashing station must be located in your food prep area as described below:
• A two (2) gallon container (minimum) with tap that provides hands free flow of warm potable water (not a push button),
• A catch bucket to place under the container of potable water,
• A pump dispenser for handwashing soap, and an
• Adequate supply of paper towels.

YES NO A portable handwash sink will be used

Describe the location and set-up for washing/rinsing/sanitizing of utensils: __________________________

How will you collect, store, and dispose of water and/or grease after the event?____________________

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

Applicant / Representative Signature ________________________ Date ________________

------------------------------OFFICE USE ONLY BELOW THIS LINE-------------------------------

Amount Due - $50 Permit # - TFP - ________________

Date Paid_________________________ Receipt Number _______________________

☐ Check / M.O. _____________________ ☐ Cash ☐ Credit Card

Reviewed / Approved by __________________________ Date ________________

☐ Permit issued same day payment received

☐ Permit mailed (date): ______________________

☐ Permit picked up at office by ________________________on ____________________

Name __________________________ Date ________________

July 9, 2018