

## SPECIAL EVENT FOOD INFORMATION

January 2009

Requirements for special event food booths are based on type of food to be handled and served. Pre-packaged foods for immediate service are recommended. Therefore, you will need to evaluate your booth and serve foods you can safely store, handle and serve. Listed below are general guidelines to help you. Food permits are not location permits. Food permits are required when providing anything that is consumed. Food permit fee is \$25 per booth, per event; non-profit groups are exempt from fee **but** must submit an application and obtain approval for a food permit. Food permit approval is required during normal office hours and prior to event. All requirements are included in the State of Texas Food Establishment Rules and are available at the Retail Foods Division website at: <http://www.dshs.state.tx.us.bfds.retail/rfdmain.htm>. Permit applications are available at: [www.ennis-texas.com](http://www.ennis-texas.com)

A. *Vendors offering prepackaged foods only (having no direct bare-hand food contact (providing samples, see B, below):*

- 1) Set up on a clean solid surface (concrete/asphalt) or provide flooring (not cardboard) to prevent dust and mud.
- 2) Protective ceiling or covering is encouraged or you must have an alternative food protection plan for inclement weather conditions. Tent coverings will also protect workers and food from direct sunlight.
- 3) Use instant hand sanitizers or have ample supply of water, hand soap, and disposable paper towels for all workers to regularly wash their hands. Offering samples is direct contact with food, follow procedures in paragraph B, below.
- 4) Clean and maintain all tabletops and storage areas.
- 5) Ice for human consumption must be stored in its original plastic bags from the manufacturer. Use sanitized ice scoop when serving ice for human consumption. Ice used to refrigerate drink bottles/cans cannot be used for human consumption. (outside of cans are not sanitized)
- 6) Keep foods off floor/ground. Use of tobacco in any form is prohibited in food area.
- 7) No person with cuts, burns, bandaged wounds, or respiratory infections shall be allowed to work food area.
- 8) Insure trash is properly controlled in food and consumer areas.

B. *Vendors handling, preparing and having direct contact with food on-site:*

- 1) Have ample supply of water, hand soap, and disposable individual paper towels for all workers to regularly wash their hands. Also use instant hand sanitizers. Set-up handwashing station prior to booth set up and any food preparation (see diagram on reverse side/page 2). Disposable gloves may not be used in lieu of handwashing.
- 2) Set up on a clean solid surface (concrete/asphalt) or provide flooring to prevent dust and mud. Cardboard is not allowed.
- 3) Food booths must have a covering over prep, cooking, serving, and storage areas to protect from weather and birds.
- 4) All food products must be covered and protected. Keep foods off floor/ground. Use of tobacco in any form is prohibited inside booth areas. Workers may not eat inside booth. Workers may drink from disposable cups with lids and straws.
- 5) All Potentially Hazardous Foods (PHF) must be kept at proper temperatures at all times, i.e. meat, dairy products, etc. All PHF cold foods must be kept at 41 degrees or lower. All PHF hot foods must be held at 135 degrees or higher – after reaching properly cooked temperature. Hamburger-155°; chicken-165°. Routinely check internal temperatures of hot and cold foods with a food thermometer every few hours. *Home preparation and/or storage of food is not allowed. Be prepared to provide food purchase receipts and/or food permit where food was prepared or purchased. Food must be prepared at the event or in an approved kitchen (i.e. restaurant with food permit). Only purchase pre-cooked meat products.*
- 6) Fire extinguisher is required and must be readily accessible if frying or using open flame for cooking or heating. If using open flames, booth cover must be approved by the Ennis Fire Inspector.
- 7) No person with cuts, burns, bandaged wounds, or respiratory infections shall be allowed to work in food area.
- 8) All food contact surfaces to include equipment and utensils shall be washed, rinsed, and sanitized before, during and daily. If using a chlorine bleach solution/bucket it is one tablespoon bleach per one gallon of water (50-100 ppm). Wiping cloths shall be kept in a chlorine solution when not in use. Use standard bleach—not scented bleaches. Set up wash station to wash, rinse, sanitize utensils, dishes, etc.
- 9) Ice for human consumption must be stored in its original plastic bags from the manufacturer. Ice cannot be used for human consumption if it is used to chill drink bottles or cans. (outside of cans are not sanitized)
- 10) Workers in food prep areas must use suitable hair restraints such as hairnets, caps, use of hair spray, etc.; and be wearing appropriate food service attire.
- 11) Insure all vegetables & fruits have been rinsed prior to use.
- 12) Insure trash is properly controlled in food prep and consumer areas.
- 13) Post this information sheet at your booth. *Any addition of PHF items not included on your application voids your food permit.*

Food standards assist you in keeping you and your customers safe and healthy. These are state laws and if not followed or maintained, you will be closed down immediately and issued court citations. Please call with any questions. Thank you for your efforts to maintain your booth in a safe, clean and sanitary manner. I will be visiting with you throughout the event.

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*Thank you,*  
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