



Office Use	
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CHEROKEE COUNTY HEALTH DEPARTMENT

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GENERAL FOR PROFIT TFE APPLICATION & CHECKLIST (Festivals, Holiday Events, Grand Openings)

NOTE: **Incomplete or Late Applications May Not Be Accepted, and also May Result in Permit Denial. Application and Check List must be filled in completely and submitted at least 15 days prior to the event. 75\$ Fee shall be submitted with application.*

Event Information:

*Event Name: _____ Location: _____

*Event Coordinator Name: _____ Coordinator Phone: _____

*Event Dates: Beginning ___/___/___ Time: _____ Ending ___/___/___ Time: _____

***Vendor Information, Organization, Business Name:**

*Organization/Business Name: _____ *Contact Name: _____

*Phone: _____ Cell: _____ Fax: _____

*Address: _____ *City: _____ *State: _____ *Zip: _____

*SET UP DATE ___/___/___ SET UP TIME ___/___/___ Hours of Operation _____

*Menu _____

*Approved Source for foods (receipts required): _____

*TFE Commissary Location (for off-site preparation): _____

NOTE:

The following list of requirements must be initialed to verify your set-up is compliant with each category. Failure to meet any of the requirements below may result in Denial of a Permit to Operate.

- _____ **No preparation of food at home for the concessions is allowed. Do not leave foods unattended at any time after setting up for an event, during the event or after the event.**
- _____ **No bare-hand contact with ready-to-eat foods is allowed. Food grade disposable gloves or utensils such as tongs may be used. Food employees shall have clean hands, and shall be clean about their person, including clothing.**
- _____ **A hand washing facility used exclusively for employees must be present. If water under pressure is not available, a hand washing station can be set up using at least a 2-gallon beverage urn with a spout that is positioned above a bucket to catch the water as hands are washed. Water for hand washing must be heated to at least 100 degrees. Soap and disposable towels must be provided at the hand wash station. Hand sanitizers cannot be used in lieu of handwashing.**
- _____ Potentially hazardous salads (potato, chicken, ham, etc) may only be served if commercially prepared.
- _____ Raw meats must be purchased in ready-to-cook portions.
- _____ Wrapped sandwiches or pizza must be obtained from an approved source.
- _____ Event set up must be located in a clean area and the premises kept clean.
- _____ Connection to necessary utilities during food prep, storing, and serving is required.
- _____ Disposal of the wastewater from hand washing must not be discarded onto the ground but disposed of in an approved manner (toilet, mop sink, etc.).
- _____ Dirty utensils must be replaced with clean utensils every 2 hours if ware washing sinks are not available. Store clean utensils in covered containers and dirty utensils in separate covered container.
- _____ Utensils used for food contact (i.e. tongs, ladles, spatulas, crockpots) are required to be washed, rinsed, and sanitized prior to reusing. You packet includes instructions if you have a 2-compartment sink. If sinks are not available, a permitted kitchen (school cafeteria) must be used for this purpose.
- _____ An approved sanitizer for food-contact surfaces must be provided (chlorine bleach and water solution). Label sanitizer bottle with permanent marker. See handout on bleach water preparation.
- _____ Thin-tipped thermometer provided for checking hot holding and cold holding temperatures
- _____ An accurate refrigerator thermometer available inside all mechanical refrigeration & ice chests used to store food. All refrigeration units and ice chests must keep food 41F or below until needed.
- _____ Employees may consume beverages in the concessions if covered and consumed in a manner to prevent contamination of food and food-contact surfaces.
- _____ No smoking or tobacco use is allowed in the stand at any time.
- _____ Hair restraints must be worn (caps or visor are approved).
- _____ Provide water-tight garbage containers with proper fitting lids.
- _____ **Signed TFE Employment Health Policy for all employees (kept at event set up)**
- _____ Food handling information sheets provided shall be followed during event, including bare-hand contact with ready-to-eat foods, proper hand washing & glove usage, cook temperatures, hot/cold holding temperatures, mixing of sanitizer, sanitizing utensils in a 2-compartment sink, and calibration of thermometers.

You may contact Sara Smith with Cherokee County Health Department at (828) 835-3853 with any questions.