

Temporary Event Guidelines

IMPORTANT: PLEASE READ BEFORE APPLYING

Before completing and submitting your application, please read this guidance document in its entirety. This document contains important information regarding licensing requirements, food safety regulations, operational standards, inspection procedures, and health department expectations for temporary food vendors.

Carefully reviewing these guidelines will help ensure that your application is complete and that your operation complies with all applicable requirements. Failure to follow the requirements outlined in this document may result in delays in processing, requests for additional information, or denial of approval.

The Temporary Food Vendor Application and submission link are provided at the end of this document. Please review all guidance materials before completing the application.

A temporary retail food establishment is a retail food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. Examples include fairs, festivals, and similar events sponsored by organizations open to the public where food is served.

The Parsippany-Troy Hills Health Department requires food service vendors to apply for a temporary food license at least **7 DAYS PRIOR TO THE EVENT DATE** (*large scale planned events may require applications to be sent up to 30 days in advance*).

PRE-SCREENING REQUIREMENTS

All vendor food activities require oversight by the Parsippany-Troy Hills Health Department. Food vendors must ensure that all operations comply with the New Jersey regulations outlined in N.J.A.C. 8:24, "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines"

Food service operators should also have a basic understanding of food safety practices to help prevent foodborne illness. By following these guidelines, temporary food service operators can significantly reduce the risk of foodborne illness occurrences at events.

The following actions and equipment are required for all temporary food operations:

FOOD

- All foods must come from an approved source (a food facility that is licensed by either the local health authority, FDA, USDA, or state as a wholesale food supplier. Vendors are required to maintain and provide receipts for all food purchases.
- All foods and beverages are to be prepared on-site or at a licensed commercial kitchen.
- **Home prepared foods are prohibited at temporary food establishments. Unless you are a New Jersey licensed cottage food operator regulated by N.J.A.C. 8:24 Subchapter 11: Cottage Food Operator Permit.**
- Prepared foods transported from a commercial kitchen must arrive at the event hot at 135°F or above or cold at 41°F or below. Foods delivered at unsafe temperatures will not be permitted for sale or service. Vendors are required to use refrigerated trucks or insulated containers to maintain proper hot and cold holding temperatures during transportation.

BARE HAND CONTACT

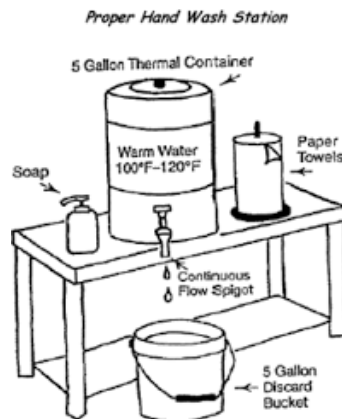
Food handlers may not touch ready-to-eat foods with their bare hands. Suitable utensils such as tongs, spatulas, deli tissues, or single-use gloves must be used when handling food. If gloves are used, they must be changed properly between tasks and activities, including handling raw meats, ready-to-eat foods, soiled equipment/utensils, smoking, eating, or handling money.

HANDWASH SINK

A handwash sink is REQUIRED if you are serving open foods. A temporary handwash sink set-up consists of:

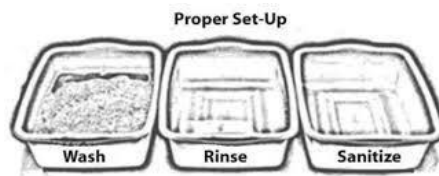
- A vessel full of warm water with a spigot type dispenser
- Soap
- Paper towels
- A bucket to collect wastewater

Remember to wash hands: before starting or returning to work, after eating, smoking, or using the restroom, when changing duties, before putting on gloves and whenever hands become soiled. The use of gloves or hand sanitizers is not a substitute for hand washing.



EQUIPMENT/ UTENSIL WASHING & SANITIZING

Equipment ware washing may be done in a three-bin sink or temporary set-up using bus tubs. First, items should be washed in hot, soapy water. Second, they should be rinsed in clean, warm water. Third, they should be chemically sanitized in warm water with an approved sanitizer. Finally, the items should be air-dried.



FOOD TEMPERATURES

Sufficient equipment capable of maintaining proper hot and cold food temperatures must be provided at all times. Mechanical refrigeration or ice is required for cold food storage. ***Hot foods are kept at 135°F or above and cold foods are kept at 41°F or below.*** Foods that require REHEATING must be cooked to a temperature of 165°F. Sternos, steam tables or other hot holding equipment may not be used to reheat foods. A stem-type thermometer must be available to accurately monitor food temperatures during all temporary food operations. You can complete the application here:

[Township of Parsippany Troy Hills, NJ Online Application Forms](#)