1. To sell food or beverages at a temporary event, a temporary food service operation license from the Cincinnati Health Department is required. This application, the attached state license application with signature and highlighted portions completed, and the check or money order for $185 must be received by the Health Department at least ten (10) working days prior to the first day of the event.

2. The license will be issued on the first day of the event. The license is subject to an authorization inspection. The operation must be ready at least one (1) hour prior to the event’s scheduled starting time; two (2) hours in advance for large events.

3. License fees are to be paid by certified check, business check or money order (NO cash or credit cards accepted).

License Fee: $185.00 (Mar 1, 2020 - Feb 28, 2021)

Payable to “Treasurer, City of Cincinnati”

Submit the completed application, completed state license form with signature, and fee to:

Cincinnati Health Department
Temporary Food Licensing
3845 William P. Dooley Bypass
Cincinnati, Ohio 45223

4. A temporary license is valid for up to five (5) consecutive days at one event.¹ Not more than ten temporary licenses can be issued per licensing period to the same person at different events.² For each event, only one license can be issued to the same person.

5. Refer to attached “Temporary Food Operation Requirements” for more information on setting up and running your operation. This is for your reference and should not be turned in with your application.

6. For questions email: TempFoodLicensing@cincinnati-oh.gov or call 513-564-1751.

¹ ORC 3717.01 (k)
² ORC 3717.43 (E) (1)
OPERATOR / LICENSE HOLDER INFORMATION

Temporary Food Operation/Establishment Name (DBA):

| Name: ____________________________ | Name: ____________________________ |
| Email: ____________________________ | Email: ____________________________ |
| Telephone #: ____________________________ | Telephone #: ____________________________ |

Mailing Address (Street # and name): City: State: Zip Code:

EVENT INFORMATION

Event name:

Event address (Street # and name):

Event coordinator (Name & contact information, if applicable):

Operation Starts (Date & time): Operation Ends (Date & time):

PERSON(S) IN CHARGE ON-SITE DURING THE EVENT

<table>
<thead>
<tr>
<th>NAME</th>
<th>CELL PHONE</th>
<th>TIME ON DUTY</th>
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## FOOD SAFETY INFORMATION

- List all menu items and associated equipment.

<table>
<thead>
<tr>
<th>Menu items</th>
<th>Food source (i.e. Restaurant? Store?)</th>
<th>Prep location (if not on site)</th>
<th>Food transportation</th>
<th>Cold holding</th>
<th>Hot holding</th>
</tr>
</thead>
<tbody>
<tr>
<td>List food &amp; beverages</td>
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### Additional items that are required:
- Sanitizer & test kit
- Bucket, sanitizing solution & cloth for wiping nonfood contact surfaces
- Dish detergent
- Gloves, tissue or suitable bare hand contact barriers
- Thermometers - food and equipment
- Broom & dust pan
- Waste can or suitable arrangement.
OVERHEAD PROTECTION AND PROTECTIVE BARRIERS

The entire operation MUST be under cover (except propane tanks).
Circle the method used for cover: - under tent - under shelter - other (describe below):

No food prep, food and food related items at the booth’s edge - barriers must be in place. Circle the barrier or method: - sneeze guards - faux wall - item location (describe below):

An equipment layout drawing/diagram is required. In the space below, draw a sketch of your proposed operation. Number and identify equipment. Make sure you include:

- at least one hand wash setup comprised of a 5 gallon (or larger) insulated container with a free flow stay-on spigot at the bottom, a waste receiving bucket of equal or larger volume to collect the waste water; a suitable hand cleanser; and disposable towels.
- for soiled utensils, use a three-bin setup (wash - rinse - sanitize).

OPERATION NAME: ____________________________  EVENT NAME: ____________________________

APPLICANT’S SIGNATURE: ____________________________________________ DATE: ____________
**Application for a License to Conduct a Temporary:**

**Instructions:**
1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Treasurer, City of Cincinnati**
4. Return check and signed application to: **Cincinnati Health Department**
   3845 William P Dooley Bypass
   Cincinnati, OH  45223

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

<table>
<thead>
<tr>
<th>Name of temporary food facility</th>
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<tbody>
<tr>
<td>Location of event</td>
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<td>Address of event</td>
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<table>
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<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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<tbody>
<tr>
<td>Start date</td>
<td>End date</td>
<td>Operation time(s)</td>
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<table>
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<tr>
<th>Name of license holder</th>
<th>Phone number</th>
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<th>Address of license holder</th>
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<tbody>
<tr>
<td>City</td>
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<table>
<thead>
<tr>
<th>List all foods being served/sold</th>
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<td>________________________________</td>
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I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:

| Signature | Date |

**Licensor to complete below**

| Valid date(s) | License fee: |

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

<table>
<thead>
<tr>
<th>By</th>
<th>Date</th>
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</table>

| Audit no. | License no. |

AGR 1271 (Rev. 11/00)
HEA 5331 (Rev. 11/00)
TEMPORARY FOOD OPERATION REQUIREMENTS (for reference only – do not return with your application)

This document was prepared by the Cincinnati Health Department (CHD) Food Protection Office and is intended to educate operators about the basics of operating a food-safe temporary operation.

BOOTH REQUIREMENTS:

1) PERSON IN CHARGE (PIC) - must be present during all operating hours. The PIC shall ensure that safe food handling practices are always conducted. If the PIC is not knowledgeable about the Ohio Uniform Food Safety Code then he/she should attend food safety training prior to managing a temporary food operation.

2) HAND WASHING - Provide at least one HAND WASHING set up. An example is a large insulated container with a spigot near the bottom and a receiving bucket to collect the waste water. Locate disposable towels and soap near the container. See “Fig. 1”.

3) WASH STATION - Provide a utensil WASH STATION. The procedure is wash - rinse - sanitize. The set-up is three containers filled with: 1) WASH - clean water and dish detergent; 2) RINSE - clean water; and 3) SANITIZE - clean water with an approved SANITIZER (use either chlorine OR quaternary ammonium). See “Fig. 2”.

4) SANITIZER TEST KIT - Provide a TEST KIT (see “Fig. 3” and “Fig. 4”) that is compatible with the chosen sanitizer. A test kit strip is used to test the concentration of the sanitizing solution. Use the solution for the utensil wash station and for sanitizer solution in cleaning buckets. Sanitizer concentration should be: 1) CHLORINE – 50 to 100 ppm, and 2) QUATERNARY AMMONIUM – check label.

FOOD, EQUIPMENT & UTENSIL REQUIREMENTS

1) PROTECTION FROM CONTAMINATES - All food, food prep equipment, food utensils must be protected from environmental contaminates as well as customer handling, coughing, and sneezing. To achieve this:
   a. The entire operation must be under cover.
   b. Displayed food and food prep equipment (including grills) cannot be located at the edge of the booth unless effective barriers are in place. Examples are: sneeze guards, lattice, distance, etc.
   c. Customer self-serve condiments must be in one of the following: single-service package, pump-style dispensers, squeeze bottles, shakers, or similar dispensers. No open bulk, customer self-serve containers allowed.
d. Customer self-serve condiments must be in one of the following: single-service package, pump-style dispensers, squeeze bottles, shakers, or similar dispensers. **No open bulk, customer self-serve containers allowed.**

e. Eating utensils provided for customer self-service shall be stored inverted with the handles presented up.

f. Store food containers and related items 6 inches or more off the ground – **not directly on the ground.**

**EQUIPMENT AND SUPPLIES REQUIREMENTS**

1) **THERMOMETERS**
   a. Provide at least one calibrated thermometer to check internal temperatures of potentially hazardous hot and cold foods.
   b. Each cold and hot storage unit is required to have a thermometer inside.

2) **MECHANICAL REFRIGERATION**
   a. A commercially approved refrigeration unit is required for cold foods. This requirement applies to multi day events and events lasting longer than six hours. **No home use refrigerators allowed.**

3) **HOT HOLDING**
   a. Hot holding equipment is required for foods that need to be held hot. Do NOT hold food at ambient air temperature.

4) **ADDITIONAL REQUIREMENTS**
   a. Label chemical storage containers with the common name.
   b. Use fans to control flying pests. Direct the air up away from food.
   c. Make you have a broom, dust pan, trash can, buckets to hold sanitizer and wiping cloths, and items that can be used to elevate all food and single use items at least 6 inches off the ground.

**SAFE FOOD REQUIREMENTS**

1) **FOOD SOURCE**
   a. All food and ice used as food must come from licensed food facilities.
   b. Food prepared off-site must be prepared in a licensed food establishment. **Home-prepared foods are prohibited**

2) **FOOD TRANSPORTATION & FOOD STORAGE**
   a. While transporting temperature-controlled food to the site use insulated equipment such as cambros or insulated bags.
   b. At all times use commercial, food grade containers.

3) **CLEANING**
   a. All food contact surface-equipment and utensils shall be cleaned throughout the day **at least every four (4) hours** or sooner if necessary. The procedure is wash, rinse, sanitize.

4) **UTENSIL STORAGE**
   a. If storing in-use food dispensing utensils in the food itself, ensure handle stays above the food.
   b. If an in-use utensil is stored on a surface between uses, make to wash/rinse/sanitize both the surface and the utensil at least **every four (4) hours**.

5) **TEMPERATURE REQUIREMENTS**
   a. **Thawing:** Potentially hazardous food shall be thawed under refrigeration ONLY. Do not thaw foods at ambient air temperature.
   b. **Hot Holding:** Potentially hazardous food must be maintained at 135° F or higher.
   c. **Cold Holding:** Potentially hazardous food must be maintained at 41° F or below.
   d. **Reheating for Hot Holding:** Potentially hazardous food that is reheated for hot holding shall be heated so all parts of the food reach a temperature of at least 165° F for 15 seconds within two hours.

6) **ADDITIONAL GUIDELINES FOR FOOD SAFETY**
   a. Keep the menu simple. Prepare and serve a limited number of menu items.
   b. Foods that require washing must be washed in a licensed facility prior to arrival at temporary location.
   c. Do not serve raw foods.