

Muskego Fest 2010

May 15, 2010

Dear Friend,

The Annual Muskego Community Festival will again be held the last weekend in August. This year's event will be held on August **26***, 27, 28 and 29. The festival is sponsored by nine local non-profit organizations. (* **Family Nite - Thursday August 26th is for Food Vendors only and is optional**)

We invite you to be a part of our festival. Each year we try to provide a weekend of top quality family entertainment as well as a variety of food, general merchandise, and games.

The food court is located near the beer tent & entertainment areas. Although space in the food court is limited, we do our best to accommodate those who are outside the food court by placing them as near as possible. Non-food vendors are placed around the grounds. Food and beverage vendors must use tickets. The enclosed pages provide complete information.

If you are interested in participating in the Festival, complete & return your application **BEFORE JUNE 15th, 2010**. Space rental/reservation fee, **made payable to: Muskego Community Festival IS REQUIRED WITH YOUR APPLICATION!** Vendor applications will be reviewed after the **June 15th application deadline** and allocated by the booth/space chairman based on need and available space.

Send completed applications including rental/reservation fee to:

Jeff Baker Booth/Space Chairman
S76W22215 Glenecho Rd
Muskego, WI 53150

Muskego Fest 2010

Food & Beverage Vendor:

The Muskego Community Festival Committee will have ticket booths in key locations for your patrons' convenience. Convenience is the key word. As a vendor, you must have your menu items **clear and visible with the number of tickets needed to purchase each item**. The more convenient this system is for the customer, the better your sales will be.

Tickets will be sold in .50¢ denominations so your menu items must be priced accordingly. For the convenience of all, tickets may also be used for the carnival rides. Each vendor may count his/her tickets prior to submittal to the Festival Treasurer. However, it is not necessary as there will be a scale available for weighing. The treasurer will collect tickets daily, weigh them in your presence, and supply a receipt. Payouts will be completed at the end of the Festival. We appreciate your cooperation and look forward to dining with you.

The sale of food products will be permitted on Family Nite Thursday August 26th from 6:00 pm - 10:00 pm. No alcohol will be served.

Thank you.

Please direct any questions to:

Jeff Baker, Booth/Space Chairman
262-682-4520

2010 Muskego Community Festival Rules

Please read all contents of the Muskego Community Festival rules. The Muskego Festival Committee makes changes to the contents every year. You will be held accountable for compliance with all rules. **Please read and follow them completely.**

DEFAULT

1. If vendor is in default under any section of this contract agreement, or fails to adhere to the standards or supervisory directions established by the Muskego Community Festival, the Muskego Festival Committee shall notify vendor of such default or failure and vendor shall have a reasonable time to remedy such default or failure, such reasonable time to require immediate action if the Festival is in, or about to begin, production. In the event that the vendor does not remedy such conditions in a reasonable time, the Festival Committee may terminate contract agreement, expel vendor from the location and offer to rent the location to another vendor without any further liability or obligation to vendor.

VENDOR CONTRACT

1. The vendor agrees to conduct all it's business in an orderly and lawful manner and to obey all rules of the Muskego Community Festival which may not be in existence or which hereafter may be made and to abide by the rules and regulations and ordinances of Waukesha County and the City of Muskego's Building Inspector, Health Department, Fire Prevention Department and other such departments whose duties embrace regulations of exhibits. This also includes language and behavior.
2. Each vendor is expected to deal honestly and fairly with the public and his/her employees. Any attempted fraud or misrepresentation will be considered sufficient cause for revoking the contract.
3. No special services in connection with setting up or decorating the display can be provided by the Muskego Community Festival. All booths, **including chairs, tables, furniture, lighting, and other display material must be provided and installed by the vendor.**
4. The Muskego Festival Committee will prepare the layout of booths and assign spaces accordingly. **It also reserves the right to change the layout as necessary.** Spaces are assigned in the following order:

Returning Vendor:

Placed in same location or as close as possible to previous years location unless a change is requested. **(If contract is returned by or prior to June 15th, 2010. Contracts received after the due date will be placed as a new vendor.)**

New Vendor:

Will fill any spaces available the day contracts are due and after returning vendor requests are handled.

5. Submission of contract agreement does not guarantee that a space will be awarded to you.
6. The Festival Committee has the right to accept or reject any application.
7. Unapproved contract fees/deposits will be returned to applicants.

8. **Vendors are prohibited from assigning or subletting a space that has been allotted to them.** They may not exhibit or sell any product, commodity or merchandise that has not been listed on the contract and approved by the Festival Committee. Also, **vendors are prohibited from roaming the grounds selling merchandise, handing out flyers or coupons.** Any variation will result in the vendor forfeiting his right to conduct business at the Muskego Community Festival.
9. **Booth Locations will not be available until Monday, July 12th. Please do not call prior to this date requesting your booth space location.**
10. Booth spaces will be available for set-up on the following schedule:
Wednesday Aug 25th, 5:00 p.m. – 10:00 p.m.
Thursday Aug 26th, 10:00 a.m. – 10:00 p.m.
Friday Aug 27th, 10:00 a.m. – 3:00 p.m.
11. All vendors must be in place no later than 3:00 p.m. Friday, August 26th and must stay intact until **C.O.B. on Sunday, August 29th. Any vendor taking down their booth, without clearance from the Festival Committee, before close of business Sunday will be at default per contract agreement.**
12. Displays should not obstruct neighboring displays or project ahead of neighboring booths. Aisles and pedestrian walkways on the Festival Grounds must not be obstructed in any way. **No overhangs or awnings will be allowed to protrude/extend out of your rental area. Consider tent ropes and stakes when determining footage requirements. If using a trailer, consider trailer tongue and rear door swing/stairs when determining footage requirements**
13. **HOURS OF OPERATION**
Thursday, August 26 6:00 p.m. - 10:00 p.m. (Family Nite FOOD VENDORS ONLY)
Friday, August 27 5:00 p.m. - 11:00 p.m.
Saturday, August 28 12:00 p.m. - 11:30 p.m.
Sunday, August 29 12:00 p.m. - 8:00 p.m. (Parade starts at 11:00 a.m.)

During daylight hours, all exhibits must be open and have a vendor representative in the booth. Unmanned booths will be subject to removal and may not be allowed to return.
14. **All vendor booths must be removed from the Festival Grounds by 6:00 p.m. on Tuesday, August 31st. NO EXCEPTIONS!**
15. **NO CAMPING ON THE FESTIVAL GROUNDS IS ALLOWED.**
16. Muskego Community Festival reserves the exclusive right to sell alcoholic beverages on the grounds. **NO CARRY-INS WILL BE ALLOWED.**
17. No Refund of fees within 45 days prior to the start of the festival.
18. Each vendor is responsible for the cleanup of the booth space at the end of the event or the Muskego Community Festival will withhold a \$100.00 charge.

TAXES

1. Wisconsin State Sales Tax is 5.1% in Waukesha County.

ELECTRICITY

1. **Everyone with 115 volt service must have a 75 foot 3-wire grounding type cord.** All 230 volt hook-ups must have adequate cords or cables to reach power panels of 50-75feet distance from booth space to assure proper power and operation of your equipment.
2. All cords must be suitable for outdoor use and must be provided by the vendor.
3. Cords for motors, refrigerators, freezers, and heavy-duty heating equipment must be a minimum #12 3-wire cord (15 amp minimum). If the cord does not meet electrical requirements or is not in good condition, you will be disconnected until it is replaced.
4. If you have any questions regarding electrical requirements of your equipment, consult your local electrician before completing the contract application. **This is the sole responsibility of the vendor.**

PARKING

1. Vendors receive two courtesy vendor parking passes per contract. Discuss parking, loading, and delivery issues with the Booth/Space Chairman.

SECURITY

1. Commercial security will be provided Thursday through Sunday night. Report any problems to the Booth/Space Chairman.

LIABILITY

1. The Muskego Community Festival shall not be liable for any loss or damage to the property of the vendor or of it's employees, agents, patrons, or guests due to fire, smoke, water from any source, theft, criminal mischief, accident of any kind or from any other cause whatsoever and will not be liable for injuries to the vendor, his employees, agents, patrons, or guests with the use of occupancy of space. The vendor agrees to indemnify and hold harmless, the Muskego Community Festival and employees/volunteers, against any and all claims of any person whomsoever, arising out of acts or omissions of the vendor, his employees, agents, patrons, or guests.

GENERAL MERCHANDISE VENDORS

(Jewelry, T-Shirts, sunglasses, etc. As approved by the Festival Committee)

1. Booth spaces are rented in 15' increments. In general, spaces are 25' deep,
2. A \$75.00 rental fee per space is required at time of application/contract submittal (Electric Fees are separate)(Please pay by check or money order). **All applications/contracts are due no later than June 15th, 2010.**
3. The Muskego Community Festival reserves the right to deny display and/or sale of any items which in the Festival Committee's sole judgment are inappropriate. Sales of any items deemed hazardous, unsafe or unsuitable by the Muskego Festival Committee are prohibited. If any problem or situation arises that cannot be resolved by the contract agreement, and these rules and regulations, the final decision will be made by the Festival Committee.
4. New Vendors should contact the Booth/Space chairman to establish items that can be sold. Although we try to offer some protection from duplicate sales by vendors, we cannot guarantee it for all items. Returning vendors have first selection of items to be sold.
5. Vendors will obtain all licenses and permits that are, or may be, required by any public authority for sale of any of their products.
6. **NO RUMMAGE SALES ALLOWED**

FEE SCHEDULE

BOOTH SPACE.....	\$75 EACH
ELECTRICITY.....	\$25 115 VOLT EACH (2 PLUGS)
	\$80 230 VOLT EACH (60 AMP)

FOOD VENDORS

1. A \$125.00 registration fee per space is required at time of application/contract submittal. (Electric Fees are separate)(Please pay by check or money order) **All applications/contracts are due no later than June 15th, 2010.**
2. Food vendors must comply with all Wisconsin and Waukesha County temporary food service guidelines. Permits may be required. See enclosed Waukesha County brochure. Waukesha County Health Department personnel will inspect each food vendor before vendor is allowed to operate.
3. **Food Vendors must provide suitable flooring inside their booth. This is according to the Waukesha County Health Department rules.**
4. Food Vendors **MUST** have a listing on their contract of all items to be sold. No items may be added without permission from the Booth/Space Chairman.
5. New Vendors should contact the Booth/Space chairman to establish items that can be sold. Although we try to offer some protection from duplicate sales by vendors, we cannot guarantee it for all items. Returning vendors have first selection of items to be sold.

6. **Food & Beverage sales are by ticket only. Cash sales are strictly prohibited.** Accepting cash is sufficient cause for revoking the contract. Tickets are sold by the festival staff .50¢ per ticket or \$5.00 for a sheet of ten. Food & Beverage products must be priced in .50¢ increments.

FEE SCHEDULE

BOOTH SPACE.....\$125 EACH (Applied towards commission)

COMMISSION ON GROSS SALES. (NEW RATES)

- 17.5% for 10ft
- 18.0% for 15ft
- 18.5% for 20ft (2 10ft spaces)
- 19.0% for 25ft (1 10ft space and 1 15ft space)
- 19.5% for 30ft (2 15ft spaces)

(Commission is calculated on gross sales, less sales tax at 5.1%, with credit given for space registration fees. No credit given for electric fees.)

**ELECTRICITY.....\$25 115 VOLT EACH (2 PLUGS)
\$80 230 VOLT EACH (60 AMP)**

GAME AND RAFFLE VENDORS

1. Any and all lotteries/raffles/drawings/contests are regulated by state statutes set forth by the Wisconsin Department of Agriculture, Trade and Consumer Protection. In the event you are not familiar with these, YOU can contact the Wisconsin Department of Agriculture at 1-800-422-7128 or, in writing, Wisconsin Department of Agriculture, Trade and Consumer Protection, P.O. Box 8911, Madison, WI 53708-8911.
2. Games of skill must be approved by the festival committee for legality prior to the festival.

FEE SCHEDULE

**BOOTH SPACE.....\$150 EACH
ELECTRICITY.....\$25 115 VOLT EACH (2 PLUGS)
\$80 230 VOLT EACH (60 AMP)**

MUSKEGO COMMUNITY FESTIVAL BOOTH SPACE RENTAL AGREEMENT/CONTRACT

FESTIVAL SCHEDULE

*Thursday August 26th 6:00 pm-10:00 pm
Friday, August 27th 5:00 pm - 11:00 pm
Saturday, August 28th 12:00 pm - 11:30 pm
Sunday, August 29th Parade at 11:00 am
12:00 pm - TBD

* Thursday August 26th is for Food Vendors only and is optional.

Location: Festival Grounds - Adjacent to Muskego City Hall /Police Dept.
between Racine Ave. and Pioneer Dr.

BOOTH SIZE & LOCATION

Space Sizes: 10', 15', and 20', wide x 25' deep.

Food Court: Food Vendors will be assigned booth spaces in the food court area.
No more than 2 adjoining booth spaces will be allowed.

Who & Where: The Festival Committee reserves all rights for booth rentals and assignment of
locations.

BOOTH SPACE FEES

Reservation Fee All vendor spaces require a non-refundable registration fee for each space (two
spaces, means two fees).

FOOD & BEVERAGE BOOTHS	\$125.00
GAME & RAFFLE BOOTHS	\$150.00
MERCHANDISE BOOTHS	\$ 75.00

Space fills up fast! Make your reservations NOW!

Applications will not be accepted without payment!

Food & Beverage COMMISSION ON GROSS SALES. (NEW RATES)
17.5% for 10ft(Requires \$125 deposit)
18.0% for 15ft(Requires \$125 deposit)
18.5% for 20ft (2 10ft spaces \$(Requires \$250 deposit)
19.0% for 25ft (1 10ft space & 1 15ft space) (Requires \$250 deposit)
19.5% for 30ft (2 15ft spaces) (Requires \$250 deposit)
Commission is calculated on gross, less sales tax at 5.1%, with credit given for
space registration fees. No credit given for electric fees.

Ticket Sales: **Food & Beverage sales are by ticket only. Cash sales are strictly
prohibited.** Tickets are sold by the festival staff .50¢ per ticket or \$5.00 for a
sheet of ten. Food & Beverage products must be priced in .50¢ increments.

General Merchandise: Jewelry, T-Shirts etc. As approved by the Festival Committee.
SORRY, NO RUMMAGE SALES.

ELECTRIC FEES

Standard Electric Services: \$25.00 per 20 amp 110v circuit
Additional Electric Service: \$80.00 fee for each 60 amp 220v circuit

2010 Muskego Community Festival Booth Space Rental Application/Contract

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Alternate Phone: _____ Email: _____

List food/beverage products or merchandise to be sold.

Each space is 15 feet wide and 25 feet deep. Vendors must stay within their space, no overlaps. Also, each vendor is responsible for the cleanup of their area at the end of the Festival. Areas not cleaned will result in a \$100.00 cleanup fee.

Food Vendor:	Footage:	10/15	_____	x \$125 = \$	_____
	Footage:	20/25/30	_____	x \$250 = \$	_____
General Merchandise:	Number of 15' spaces:	_____	x \$ 75.00 =	\$	_____
Games & Raffle:	Number of 15' spaces:	_____	x \$150.00 =	\$	_____
Electricity:	Number of 230 circuits:	_____	x \$ 80.00 =	\$	_____
	Number of 115 circuits:	_____	x \$ 25.00 =	\$	_____
Total Enclosed \$					_____

Check should be made payable to: Muskego Community Festival.

Mail to: Jeff Baker, Booth/Space Chairman
S76W22215 Glenecho Rd
Muskego, WI 53150

By signing the 2010 Muskego Community Festival Vendor's Contract Agreement, you are hereby acknowledging that you have read and **agree** to all stated rules and regulations of the Muskego Community Festival. Violation or non-compliance of these rules will result in the Festival Committee's decision to request your immediate removal from the fair grounds. Such removal may result in your inability to return in future years.

SIGN _____ DATE _____

For Committee Use Only:

Date Received _____ Check # _____ Amount: _____

Booth Location: _____ Booth Number(s): _____

TEMPORARY FOOD SERVICE GUIDELINES



**Waukesha County
Division Of Environmental Health
515 W. Moreland Blvd., AC Room 260
Waukesha, WI 53188
Tel. (262) 896-8300**

READ THIS GUIDE BEFORE COMPLETING THE APPLICATION FOR A “TEMPORARY FOOD SERVICE” LICENSE.

“Temporary Food Establishment” means, A food service establishment that operates for a period of not more than fourteen (14) consecutive days in conjunction with a temporary event or celebration, such as a fair, carnival, circus, occasional sales promotion, farmer’s market, etc. Depending upon the number of days of food service and the types of food being served, **churches, religious, fraternal, service clubs, civic organizations, youth’s or patriotic organizations** may be exempt from licensing a temporary food establishment. Contact the Environmental Health Division to determine if you need a license.

Before a license is issued, a “Temporary Food Establishment” must be in substantial compliance with these guidelines.

Food service operators must demonstrate a basic understanding of how mishandling Potentially Hazardous Foods (PHFs) and poor hygienic practices cause food borne illness. PHFs are natural or synthetic foods that require temperature control because they are in a form that is capable of supporting the rapid growth of bacteria that cause food borne illnesses.

Be aware that the Environmental Health Division may make additional requirements beyond these guidelines or limit food preparation as it deems necessary to protect the public health.

Temporary operations often require that the food service is set up out-of-doors or in locations where keeping foods safe and sanitary is challenging. By following these guidelines, temporary food service operators will minimize the possibility that a food borne illness will occur.

AUTHORIZED PERSONNEL

Only those individuals working as booth vendors, food handlers, or those who have duties directly related to the operation are allowed in the food booth.

BARE HAND CONTACT

A food employee’s bare hands may not touch ready-to-eat-foods. Tongs, spatulas, deli tissues, or gloves must be used.

BOOTH

Except for limited types of food service, your inspector will require that the stand or booth have overhead protection and be enclosed. There may be openings for a serving window and a door for entry, however they must be kept closed except when in actual use. Screening material that is at least sixteen (16) mesh to the inch or plastic may be used for the walls, door and serving window. The floor of the stand should be hard, smooth, and cleanable, i.e., concrete, asphalt, wood racks or duckboards, plywood, etc.. All food preparation, food storage and service must be done within this enclosed area or other approved areas.

CONDIMENTS

Condiments or other consumer food toppings must be in individual packets, squeeze bottles or bulk dispensers with plungers. Condiments and other foods must be vended in a manner to prevent contamination from the customer or the environment.

COOKING

Use a metal stem thermometer to check final cooking temperatures, as well as hot and cold holding temperatures of potentially hazardous foods. Proper cooking temperatures for common foods: Pork: 145° F; Hamburgers: 160° F; and Chicken: 165 °F. **The carry over or reuse of foods from one day to the next is strongly discouraged.**

EATING, DRINKING AND SMOKING

Eating and smoking are not allowed in temporary stands. A closed drink cup with a lid and a straw is allowed, if contamination of exposed food, clean equipment, utensils, and linens, or single-use articles will not occur.

FOOD

All foods and beverages must be prepared onsite or at a food establishment currently under inspection. All food, utensils, and food contact equipment must be stored 6 inches or more off the floor. For food prepared off-site, a copy of the most recent facility inspection report, less than 1 year old, must be provided. Foods, including ice, must come from commercial approved sources. **No home canned foods or custom processed meats can be used or sold.**

FOOD CONTACT SURFACES

Food contact surfaces must be smooth, free of breaks, seams, chips or crevices and free of sharp angles or corners. The surfaces must be durable and cleanable.

FOOD SERVICE LIMITATION

When water under pressure is **NOT AVAILABLE**, temporary food stands are required to use single-service utensils. Also, types of foods service **must be limited** to those which water supplies do not require extensive use of multi-service food preparation utensils (i.e., hot dogs, bratwurst, frozen hamburger patties, prepackaged sandwiches).

FOODS STORED IN ICE

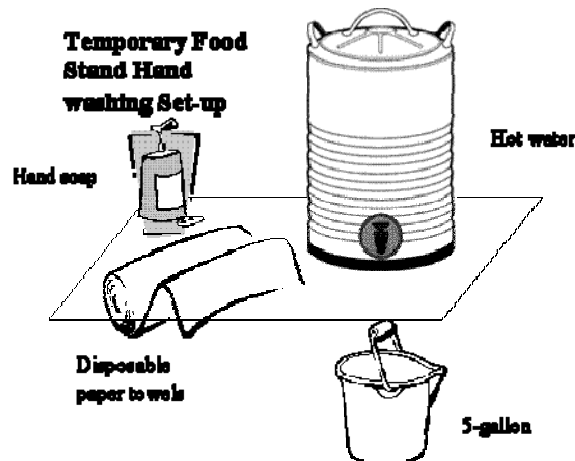
Packaged and unpackaged foods and bottled or canned beverages may not be stored in direct contact with un-drained ice or water.

HAIR RESTRAINT

Food vendors shall have their hair restrained and covered.

HAND SINK

Adequate hand washing facilities consist of a hand sink equipped with hot and cold running water, soap and paper towels. A temporary sink set-up can be made that consists of a cooler or urn full of water with a spigot type dispenser, a soap dispenser, paper towels, a wastebasket and a bucket to collect wastewater.



HOT AND COLD HOLDING

**KEEP HOT FOODS AT OR ABOVE 135° F
AND COLD FOODS AT OR BELOW 41° F**

Sufficient equipment must be provided that is capable of keeping foods hot and/or cold. Mechanical refrigeration must be provided for cold foods. (With approval, ice may be used for short periods of time). Refrigerators and freezers must be clean and contain thermometers. Coolers must be cleanable and have a drain. Styrofoam coolers are **not** allowed. Hot holding units must be clean and contain a thermometer.

HOT WATER

An electric or gas heating device is required to heat water for hand washing and utensil washing. An adequate supply of hot water should be available.

ICE

Ice to be used in beverages must be kept in a separate cooler. No other food items can be stored in this ice. An ice scoop with a handle must be used to dispense ice and it must be stored properly to eliminate bare hand contact with the ice.

ILLNESS RESTRICTIONS

An individual who has any type of infection on exposed areas of their body, or who has a communicable illness that could be transmitted by food or drink shall not be allowed to work in the food stand.

LIGHTS

Lighting in the stand must be adequate for the work areas. Lights need to be coated, shielded or otherwise shatter resistant.

LOCATION

No temporary restaurant may be located within 100 feet of a barn or enclosure housing animals or other source of odors or flies.

RESTROOMS

Restrooms are required to be available to employees during all hours of operation. The restroom must be within 400 feet of the establishment. If the event is held in the parking lot of a retail store, that business must be in operation during all hours of operation of the temporary food event, with a signed agreement on file with the Environmental Health Division that allows the concessionaires use of the restroom facilities. If such an arrangement cannot be made, portable toilets and hand sinks must be made available.

SANTIZER AND WIPING CLOTHS

An approved sanitizing agent along with its respective test kit shall be provided (chlorine, quaternary ammonium compounds, or iodine). Wiping cloths must be returned to the sanitizer when not in use. **When using bleach to sanitize, mix one teaspoon of unscented bleach to each gallon of water.**



SINKS REQUIRED

When multi-use utensils are being used, hot and cold water under pressure and a three compartment sink are required. Sink compartments must be sized to accommodate 50% of the largest utensil to be cleaned and sanitized in the sink. When utensils are limited to tongs, spatulas and cutting boards, three dishpans of adequate size may be used for washing, rinsing and sanitizing. **Do not reuse single-use articles, such as: aluminum pie pans or cups.**



STORAGE

All foods and single-use or service articles: paper plates, cups and lids; must be stored at least six (6) inches above the floor or ground.

THERMOMETERS

An approved metal stemmed thermometer, with a temperature range of 0 to 220° F, must be available to monitor cooking and holding temperatures.

TOXICS

Cleaning solutions, sanitizers or other toxic items must be stored separately from foods, single-use and service items, and food contact surfaces. These same items shall be properly labeled. Over-the-counter spray insecticides and fly strips may not be used.

TRANSPORTATION

When food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep foods hot and/or cold.

TRASH

The wastebasket in the stand must be covered when full or not in constant use. No debris shall be dumped on the ground or in the street.

WASTEWATER

Wastewater shall be disposed of through an approved sanitary sewage system. Wastewater shall not be dumped on the ground or in the street. Mobile units equipped with a holding tank, must be sized fifteen (15) percent larger than the water supply tank. Proper disposal of wastewater includes water draining from coolers and compressors.

WATER

Sufficient potable water must be provided. If the unit is a mobile temporary stand, the tank must be constructed of a durable, corrosion resistant material that is easily cleanable. Vents, inlets and outlets must be screened or positioned so that they are protected from contaminants. Prior to use or after repair, the tank and system should be flushed and sanitized. Water hoses used to carry water for food preparation and hand washing purposes shall be constructed of food grade materials approved by USDA, FDA, or NSF. Hose connections must be elevated off the ground surface to prevent being submerged in contaminated water. Water supplies that are connected to hoses shall be protected by an approved backflow prevention device.

REMEMBER TO WASH YOUR HANDS PROPERLY!

Wash:

Use soap and water. For 20 seconds, rub your hands vigorously as you wash them, wash backs of hands; wrists; between fingers; and around and under fingernails.

Rinse:

Your hands well.

Dry

Dry Hands with a paper towel. Turn off the water using a paper towel, instead of your bare hands.

Hand Sanitizer is not a substitute for hand washing!

Name of Temporary Food Facility

Event/Location

Dates of Event

Name of Operator

Operator's Mailing Address

Telephone No.

1. Before completing this application, read pages 3 – 8, "Temporary Food Service Guidelines". Have you read this material?
 Yes No

2. **Menu:** List all items. Any changes must be submitted and approved by the department at least 5 working days prior to the event.

3. Will food be prepared at the temporary food service booth?
 YES Fill out Section No. 4. below.
 NO Attach a copy of the agreement for use of an approved kitchen giving dates and times you will be using the kitchen and the establishment name, address, and license number.

Fill out Section No. 5 below.

4. "**Potentially hazardous food**" includes an animal food (a food of animal origin) such as milk or milk products, eggs, meat, poultry, fish shellfish, edible crustacea; a food which contains an animal food as an ingredient; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures which support the growth of disease causing micro-organisms.

List each potentially hazardous food item, and indicate which preparation procedure will occur in the space below

Food	Thaw	Cut Assemble	Cook Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion	Package
i.e. Hot Dogs			X				X		

Note: If your food preparation procedures cannot fit the chart, please list all of the steps in preparing each menu item on an attached sheet.

5. For each potentially hazardous food item prepared and served indicate the name and address of the source or manufacturer.

Food Item	Name of Establishment	Address and Telephone Number

6. Please describe:

Source and storage of water: _____

Storage and disposal of wastewater: _____

Storage and disposal of garbage: _____

7. Draw a sketch of the proposed temporary food booth on a separate piece of paper and attach to this application. Draw in the location and identify all equipment **including handwashing, dishwashing, ranges, grills, hot food holding facilities, refrigerators, worktables, food/single service storage, etc.**

A. Describe the construction and materials used for floor, wall, and ceiling surfaces: _____

B. Describe how food preparation and utensil washing areas will be effectively screened to prevent contamination from flies and other insects: _____

Temporary Food Service License Fee: \$110.00 Make check or money order payable to "Waukesha County".

Applicant's Signature

Date

Reviewed By

Date

Approved Approved with conditions

Not Approved (Reason): _____

Exempt from Licensing

Copy to Applicant: Date _____

Copy to Waukesha County Parks System: Date _____

Submit this application with the appropriate fees to the **Waukesha County Division of Environmental Health**
515 W. Moreland Blvd., AC Room 260, Waukesha, WI 53188-3868.

The license period is from July 1 through June 30 annually and license fees are not prorated. If you have any questions, contact the Waukesha County Division of Environmental Health at (262) 896-8300. Fax: (262) 896-8298. This application expires December 31, 2010