

TOWNSHIP OF MOUNT OLIVE

DEPARTMENT OF HEALTH FOR MINE HILL TOWNSHIP EVENTS



204 Flanders-Drakestown Road
P.O. Box 450
Budd Lake, NJ 07828
Phone: (973) 691-0900
Fax: (973) 691-7681
www.mountlivetwpnj.org



Public Health
Prevent. Promote. Protect.

Retail Food Temporary Event License Application Checklist

Initial and attach corresponding applicable documents.

____ Fully completed application is attached.

____ Completed commissary agreement is attached.

____ Copy of commissary's most recent satisfactory placard OR inspection report is attached.

____ Copy of commissary's license is attached.

____ Vendor's most recent satisfactory placard OR inspection report is attached.

____ Proof of food safety manager's course (ex Servsafe) if selling risk two or above food items. *

____ Copy of liability insurance (COI) naming Mine Hill Twp. as additionally insured if vendor is operating on Township property.

____ I have contacted the fire marshal if I have combustible equipment or an open flame. *

____ I understand that if my application/documentation is not complete or I have submitted my application less than **six weeks** prior to the event, my application may not be accepted.

____ I understand that I cannot submit payment until my application is approved.

*Risk 1- Only sells pre-packaged, non-potentially hazardous foods. Prepares only non-potentially hazardous foods. Heats only commercially processed, potentially hazardous foods for hot holding and does not cool potentially hazardous foods (ex: hot dog carts and coffee stands)

*Mt. Olive Twp. requires proof of an accredited food safety manager's course for selling risk 2,3, and 4 foods. Refer to N.J.A.C. 8:24.

*Contact Fire Marshall Tom Trapasso for fire permits/questions at 862-269-9077/firemarshal@minehill.com.

ONLY fully completed applications, with attached documentation/checklist will be accepted.

Fully completed applications will only be accepted at minimum six weeks prior to the event date.

Payment will not be accepted until the application is reviewed and approved. You will receive a call or email once your application/documentation is approved.



**MOUNT OLIVE TOWNSHIP HEALTH DEPARTMENT
TEMPORARY FOOD HANDLING LICENSE APPLICATION
FOR MINE HILL TOWNSHIP EVENTS**

Vendor Name: _____

Vendor's Phone Number: _____

Contact Person's Name: _____

Contact Person's Phone Number: _____

Contact Person's Email: _____

Date and Time of Event: _____

Location and Name of Event: _____

Person in Charge (PIC) of food safety during event: _____

Time Vendor will be set up and ready for inspection on the day of the event: _____

Type of Unit: Tent ___ Cart ___ Tables ___ Other (please specify) _____

Food Product Selling:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Date and Place Food Purchased: _____

Where did you obtain your water from? _____

Where did you obtain your ice from? _____

Food from approved sources (8:24-3.2)

All food shall be obtained from a source which is in compliance with all applicable State and local laws and regulations. All food must be prepared in a licensed food facility.

Food may not be stored, handled, or prepared at home.*

**Exception: Food permitted on vendor's Cottage Food License.*

**Exception: Non-profit charitable 501(c)3 organizations selling non-potentially hazardous baked goods with proper signage on display. Signage shall state, "These items were prepared in a kitchen that is not subject to licensing or inspection by the local health authority."*

Please complete and return this form to:
Mine Hill Township Clerk, Marcie Istvan
10 Baker Street, Mine Hill, NJ 07803
Questions?: 862-437-1190



**MOUNT OLIVE TOWNSHIP HEALTH DEPARTMENT
TEMPORARY FOOD HANDLING LICENSE APPLICATION
FOR MINE HILL TOWNSHIP EVENTS**

Temperature Safety

Will you be cooking onsite at the event? _____

What equipment will you be using to cook? _____

Temperatures food must be cooked to:

145 °F for fish, pork, and meat

155 °F for ground meat

165 °F for poultry and stuffed meat

A thin-probed thermometer is required to be on site at all times for potentially hazardous food.

Hot and Cold Holding of Potentially Hazardous Foods

Describe how potentially hazardous food will be maintained at 41° F or below and 135° F or above at all times and the equipment used to maintain temperature:

**Some examples of potentially hazardous foods consist of animal products containing milk products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, cut melons, salads(macaroni, potato, tuna, chicken etc.)*

Before event: _____

Transportation to the event: _____

Display/storage during event: _____

Do you have a method to rapidly reheat (reheating food to 165° F within two hours) your food items and what is that method? _____

Examples: oven, grill, microwave.

Note: Steam tables, heat lamps, sternos, and crock pots are not designed to rapidly reheat food.

Please complete and return this form to:
Mine Hill Township Clerk, Marcie Istvan
10 Baker Street, Mine Hill, NJ 07803
Questions?: 862-437-1190



**MOUNT OLIVE TOWNSHIP HEALTH DEPARTMENT
TEMPORARY FOOD HANDLING LICENSE APPLICATION
FOR MINE HILL TOWNSHIP EVENTS**

Check which handwash station you will use:

_____ 5 gallon insulated container with free flow spigot and catch bucket, liquid hand soap, and paper towels.

_____ Hand sink with cold and hot running water, liquid hand soap, and paper towels.

_____ Hand sanitizer **only allowed for prepackaged foods.**

Check how you will clean and sanitize your utensils and equipment:

_____ 3 compartment sink with hot and cold water, soap, sanitizer, and sanitizer test strips.

_____ 3 large pans with potable water, soap, sanitizer, and sanitizer test strips.

_____ Spray bottle with sanitizer or sanitizer wipes for **prepackage foods only.**

Date completed application and attached documentation provided to health department: _____

Only fully completed applications, with attached documentation/checklist will be accepted.

Fully completed applications will only be accepted at minimum **six weeks prior to the event date.**

Payment will not be accepted until the application is reviewed and approved. You will receive a call or email once your application/documentation is approved.

FEES:

Temporary Event License for Retail Food Vendors: \$15.00 per unit for events lasting 1-5 consecutive days.

Please complete and return this form to:
Mine Hill Township Clerk, Marcie Istvan
10 Baker Street, Mine Hill, NJ 07803
Questions?: 862-437-1190