



NPS/NCR – Permit Application for a Temporary Food Establishment (TFE)

**INSTRUCTIONS
&
SIGNATURE
PAGE**

This APPLICATION must be submitted **70 DAYS** prior to the start of the special event.

INSTRUCTIONS & SIGNATURE PAGE for completing a NPS/NCR Permit Application for a Temporary Food Establishment (TFE)

As a Temporary Food Establishment (TFE) operating in conjunction with a special event, you must complete all sections of this application that are applicable to your TFE, to include the use of any and all off-site operations, if applicable to your operation(s). If an off-site licensed food establishment will be used to prepare food, the owner of that facility must complete 'Part F' of this application and return it to you with all required supporting documents as indicated. You must submit 'Part F' along with your application to your special event sponsor.

Vendors, do **NOT** send this application directly to the NPS. It is your responsibility to return this application to the sponsor of your special event, so that the sponsor can submit your request, along with any other TFE permit applications, to the NPS as a single packet. The Park's permit office will not accept partial or incomplete applications, so please make sure you follow these instructions closely and include all required information.

NOTE: Your Special Event Sponsor must submit their complete application packet containing all TFE permit applications and all supporting documents for each application directly to the NPS at **least 70 days prior to the start of the special event.**

Please check the box below to indicate the "TFE CLASS" of your operation based on the description(s) that best match your TFE operation.

TFE-CLASS-1 PRIVATE **TFE-Permit NOT Required**

Food is NOT provided to the general public Park visitor within the Park. Food is only provided to private members, guests, participants, staff, employees, or volunteers directly affiliated and associated with the Special Event where the food preparation and distribution is within a well-defined area from which the general public is excluded. This is considered a "PRIVATE" food event. (However, to protect your group, the NPS recommends that you review and use the NPS/NCR Standard Public Health Requirements to manage your food event.)

TFE-CLASS-2 PUBLIC **TFE Permit Required** Complete Part A and Part B - SECTION 1 only.

ONLY Packaged, Ready-To-Eat, Non-Potentially Hazardous Foods will be provided to the general public Park visitor; purchased at approved sources; inspected for contamination; pre-packaged in individual servings; protected from contamination during transport, storage, and service. (Examples include oranges and bananas, and commercially prepackaged foods such as cookies, crackers, chips, candy, and beverages/water commercially pre-packaged in individual servings.)

TFE-CLASS-3 PUBLIC **TFE Permit Required** Complete Parts A, B, C, D, E, AND F (F for each off site facility)

Potentially Hazardous Food Prepared Off-Site in a licensed food service establishment and then transported to the Park and served or sold to the general public Park visitor by a permitted on-site TFE.

TFE-CLASS-4 PUBLIC **TFE Permit Required** Complete Parts A, B, C, D, AND E

Potentially Hazardous Food Prepared On-Site at the Park by a NPS Permitted on-site TFE and served or sold to the general public Park visitor.

TFE-CLASS-5 PUBLIC **TFE Permit Required** Complete Parts A, B, C, D, E, AND F (F for each off site facility)

Potentially Hazardous Food served or sold to the general public Park visitor and prepared **BOTH** off-site in a licensed food service establishment **AND** prepared on-site at the Park by a NPS Permitted on-site TFE. (TFE-CLASS 5 is the combination of a CLASS 3 and 4 operations.)

Please PRINT and SIGN your name below to verify that you have read and will comply with the NPS/NCR Standard Public Health Requirements during your event. Submit this page and your completed application directly to your Special Event Sponsor. **Reminder ... did you check the box above to identify your TFE Class? If not, please go back and check the box, thank you!**

Name: _____ Signature: _____ Date: _____



NPS/NCR – Permit Application for a Temporary Food Establishment (TFE)

PART A

This APPLICATION must be submitted 70 DAYS prior to the start of the special event.

INSTRUCTIONS: FOR EACH TEMPORARY FOOD ESTABLISHMENT
Complete the required sections and submit this application to your special event sponsor. Your sponsor will return your completed packet directly to the NPS Park Permit office 70 days prior to your event.
Please print of type this information to be legible.

FOR NPS PARK USE ONLY:
Stamp or enter the date this application was received by the NPS Park Permit Office.

SECTION 1

PROVIDE: INFORMATION REGARDING THE SPECIAL EVENT AND YOUR EVENT POINT OF CONTACT(s)

NPS Park Name

Location within the Park

Name of the Special Event

Date(s) of the Special Event

Sponsoring Organization

Name of the Special Event Point-of-Contact and Phone #

Date(s) Food to be Provided

Time(s) Food Served (am - pm)

SECTION 2

PROVIDE: INFORMATION REGARDING YOUR ON-SITE TEMPORARY FOOD ESTABLISHMENT (TFE)

Check this box if food will be prepared on-site at the Park and Complete Section 2.

ON-SITE Temporary Food Establishment Name

Name of the On-Site Certified Food Service Manager/Supervisor

Remember: You must provide a legible photocopy of this person's current certification with this application.

Owner's Name & Phone Number

Street Address, City, State, ZIP

SECTION 3

INDICATE IF YOU WILL USE OF AN OFF-SITE "LICENSED" FOOD ESTABLISHMENT TO PREPARE FOOD

Check this box if food will be prepared off-site at a licensed food establishment AND Complete Part F.

REMEMBER: The owner of each off-site licensed food establishment that you use to prepare food must sign and complete Part F of this application and attach: (1) a photocopy of a current food establishment inspection report conducted by the local health authority – this report must be within the past 12 months and must indicate a passing score or grade; (2) a photocopy of a current business license “permitting” the operation as a licensed food establishment; and (3) a photocopy of a current certification for the food service manager or supervisor who will oversee the off-site food preparation. You must attach Part F and all required attachments, along with your application to your event sponsor.



NPS/NCR – Permit Application for a Temporary Food Establishment (TFE)

PART B

This APPLICATION must be submitted 70 DAYS prior to the start of the special event.

PROVIDE: Information Pertaining to the EACH Menu Item

The menu items listed below are subject to specific review and approval by the NPS in accordance with Special Events Requirements and the Concessions Reform Act. Interpretative ethnic food event menus must comply with NPS Standard Operating Procedures pertaining to Ethnic Food. Contact the Park Concessions/Permit Office for questions on what food items would be acceptable. Sale of commercially produced or packaged foods or beverages is prohibited. The Park and the NCR PHS Consultant will allow no substitutions of the menu items identified below without prior concurrence. All food must be obtained from approved sources. You must retain purchase receipts for any food that is not obtained from a licensed food establishment, and all receipts must be available on site for review indicating source and date of purchase. (e.g., you are an out-of-town caterer or vendor using a local licensed food establishment and you procure food from sources other than the local licensed food establishment you are using.)

SECTION 1	NON-POTENTIALLY HAZARDOUS FOODS AND BEVERAGES MENU	
NON-POTENTIALLY HAZARDOUS FOODS	IDENTIFY COMMERCIAL SOURCES	✓ REQUIRES NPS PARK APPROVAL
<i>Example 1: whole, uncut oranges and bananas</i> <i>Example 2: commercially packaged cookies, chips, pretzels, granola bars, orange juice, and bottled water = not for sale items</i>	<i>Example 1: purchased at Giant Grocery Store</i> <i>Example 2: purchased at Bill's Food Warehouse</i>	This Section to be Completed by the NPS Park Concessions Office or Representative
SECTION 2	POTENTIALLY HAZARDOUS FOODS AND BEVERAGES MENU (Limit = 5 items)	
POTENTIALLY HAZARDOUS FOODS ITEM	LIST MAJOR INGREDIENTS	✓ REQUIRES NPS PARK APPROVAL
<i>Example 1: Meatloaf</i> <i>Example 2: Mexican Combination Stir Fry</i>	<i>Example 1: Hamburger, Eggs, Milk, and Seasonings</i> <i>Example 2: Beef Steak, Chicken Breast, and Vegetables</i>	This Section to be Completed by the NPS Park Concessions Office or Representative
1.		
2.		
3.		
4.		
5.		



NPS/NCR – Permit Application for a Temporary Food Establishment (TFE)

PART C

This APPLICATION must be submitted 70 DAYS prior to the start of the special event.

PROVIDE: Information pertaining to each menu item - food preparation, cooking, cooling, reheating, and hot and cold holding processes.

(NOTE: Reviewing the NPS/NCR *Standard Public Health Requirements* may be helpful to you before you complete this section.)

INSTRUCTIONS: For each menu item listed in Part B, Section 2 above, provide the information requested below by crossing out the incorrect response as shown below or by circling the correct response and where requested, by inserting the required information relative to temperature, time(s), and date(s):

Food Process Steps: Answer the following questions relative to each menu item listed in Part B, Section 2.	Transfer your menu items (5 or less) as identified in Part B, Section 2 to the five columns below:					
	<i>Example 1.</i> <i>Meatloaf</i>	1.	2.	3.	4.	5.
Served ON site ?	COLD / HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT
Prepared ON site ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
Prepared ON site ?	COLD / HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT
Cutting/washing of ingredients ON site ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
Thawed ON site ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
Cooked ON site = insert the T* ____ °F	_____	°F	°F	°F	°F	°F
Prepared OFF site ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
Prepared OFF site ?	COLD / HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT
Cooked OFF site = insert the T* ____ °F	155 °F	°F	°F	°F	°F	°F
Held OFF site after preparation ?	COLD / HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT
Cooled after cooking and held cold ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
Date prepared OFF site = insert day/date ?	SAME DAY					
Transported to the Park ?	COLD / HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT
Transport time to Park = insert minutes	80 min.	min.	min.	min.	min.	min.
Reheated on site to 165°F ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
Held ON site ?	COLD / HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT	COLD or HOT
Served by TFE staff = counter service ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
Served by TFE staff = buffet/service line ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
Customer Self-Serve = open buffet/line ?	YES / NO	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO

Provide any additional comments/information here:



NPS/NCR – Permit Application for a Temporary Food Establishment (TFE)

PART D

This APPLICATION must be submitted 70 DAYS prior to the start of the special event.

PROVIDE: Information Pertaining to ON-SITE Facilities and Utilities

1. Describe the Building, Structure, Unit or Tenting to be used for the TFE.
2. Describe the Potable Water Source on site: If you will provide your own potable water, please indicate how you will haul or provide potable water on site. If the NPS will provide potable water, please provide the name and telephone number of the Park employee that you talked to who will provide potable water for your TFE. You may not use a Park water system without Park approval. Connection to a NPS potable water system must be done by the Park.
3. Describe the Wastewater Disposal on site: If you will provide your own wastewater disposal, please describe how you will dispose of it. If the NPS will provide wastewater disposal, please provide the name and telephone number of the Park employee that you talked to who will provide wastewater disposal for your TFE. You may not dispose of wastewater directly to Park land. You may not use a Park wastewater disposal system without Park approval, and connection to a NPS wastewater disposal system must be done by the Park.
4. Describe the TFE Hand Wash Facilities on site: i.e., are permanent hand wash facilities provided by the TFE structure, and if not, how will you provide portable hand wash facilities.
5. Toilet Facilities on site: Indicate the number of toilet facilities provided within 300 feet of the TFE and indicate if these are permanent or portable units. If portable units, indicate if the sponsor or NPS will service these units. If the NPS will provide this service, please provide the name and telephone number of the Park employee that you talked to who will service the portable toilets. If a private company will provide this service, provide the company's name, a contact person, and a telephone number to contact this company for service issues. NOTE: If your entire on-site operation is less than 2 hours, access to toilets is not required, but is recommended.
6. Describe Refuse Disposal: i.e., will the NPS provide refuse containers or will you haul all your own refuse off parkland.



NPS/NCR – Permit Application for a Temporary Food Establishment (TFE)

PART E

This APPLICATION must be submitted 70 DAYS prior to the start of the special event.

SECTION 1

PROVIDE: Information pertaining to your on-site Temporary Food Establishment

INSTRUCTIONS: Answer the following questions; if not applicable, insert "N/A"

1. Describe the equipment to be used to transport cold food to the Park to maintain the food at 41°F or below. (e.g., in a refrigerated truck or ice chest filled with ice.)
2. Describe the equipment to be used to store cold food on site at 41°F or below. (e.g., electric refrigeration unit, refrigerated truck, or ice chest filled with ice.)
3. If food will be cooked on site, describe the cooking equipment to be used and provide the fuel source. (e.g. stove/oven/grill and electric/propane/charcoal)
4. If food will be cooked off site, describe the equipment used to transport hot food to the Park to maintain the food at 140°F or above.
5. If food will need to be reheated to 165°F on site, describe the type of cooking/heating equipment to be used. (E.g. electric stove, propane stove, etc.)

SECTION 2

PROVIDE: FLOORPLAN OR LAYOUT FOR THE ON SITE TEMPORARY FOOD SERVICE ESTABLISHMENT

INSTRUCTIONS: In the space below, draw a simple "floor plan" diagram of your on-site TFE operation and draw/insert the requested 1-7 items/area/stations as listed:

1. Food Service Counter and /or Display Area (usually the front section of the TFE)
2. Hot Holding Area
3. Cold Holding Area
4. Hand Wash Facility/Station
5. Dish and Utensil Washing Area
6. Storage Area(s)
7. Cooking Area (must be located to the rear – away from the public)

↑ ↑ ↑ ↑ FACING OUT TO THE FRONT OF THE OPERATION = FACING THE PUBLIC ↑ ↑ ↑ ↑

↓ ↓ ↓ ↓ FACING TO THE REAR OF THE FOOD BOOTH / FOOD ESTABLISHMENT ↓ ↓ ↓ ↓



NPS/NCR – Permit Application for a Temporary Food Establishment (TFE)

PART F

This APPLICATION must be submitted 70 DAYS prior to the start of the special event.

OFF-SITE Licensed Food Establishment Owner’s Agreement – Allowing the use of the off-site facility by the TFE

INSTRUCTIONS: Part F must be completed for EACH licensed off-site food establishment in which food will be prepared. This Section, Part F, must be completed and signed by the licensed owner of the off-site food service establishment.

I, The OWNER of: [insert the name of the establishment] _____,

... a currently licensed and locally inspected food establishment, located at:

[Street Address] _____

[City] _____, [ST/DC] _____ ZIPCODE _____

Hereby Authorize :

_____ [insert the name of the on-site TFE operation or the owner of the onsite TFE operation]

... to use my food establishment on [insert date(s)] _____

for the purpose of preparing, cooking, cooling, hot holding, and /or transporting food for the special event in for which this application is submitted.

Furthermore, all food will be prepared in my licensed food establishment under the direct supervision of:

_____ [insert the name of the off-site certified food service manager/supervisor who will be on site to oversee this food service operation]

Printed Name of the Owner: _____

Telephone Number: _____

Signature of the Owner: _____ Date signed: _____

The owner of the off-site food service establishment must attach to this Part F the following documents:

- A photocopy of a current food establishment inspection report completed by the local health department/authority – the report must be within the past 12 months and must indicate a passing score or grade.
- A photocopy of a current business license = indicating the business is a licensed food establishment.
- A photocopy of a current certification for the food service manager or supervisor who will be responsible for managing the off-site food preparation. (If this is the same individual as the on-site TFE certified manager, a second copy need not be provided here again as it has already been requested in Part A, Section 2.)