



**Bureau of Health  
Environmental Health Services**  
435 Hamilton St., 410 City Hall  
Allentown, PA 18101  
Office: (610) 437-7759  
FAX: (610) 439-5946

# City of Allentown

## APPLICATION FOR NON-PROFIT TEMPORARY FOOD SERVICE ESTABLISHMENT AND FOOD DISTRIBUTION LICENSE

Please complete both sides of this application and submit to the Bureau of Health at least five (5) business days prior to the event. Checks or money order for each stand or location should be made payable to the City of Allentown, and mailed or brought to the address above. The facility will be inspected on the first day of the event and a license will be issued at that time if the facility is in compliance with all applicable ordinances and the "Guidelines for Temporary Facilities". **DO NOT SEND CASH.** Please call (610) 437-7759 for food related questions. **If payment is not received along with the application at least five (5) business days prior to the event a late fee will be assessed.**

<b>Non-Profit Temporary Food Establishment License</b> <ul style="list-style-type: none"> <li>Food service and preparation by a non-profit in a single location at a Special Event held on 1-2 days or 3-14 days.</li> </ul>	<b>Non-Profit Temporary Food Distribution License</b> <ul style="list-style-type: none"> <li>Food distribution by non-profit in a single location, once per week over 6-month license period, no food preparation on-site.</li> </ul>
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### A. EVENT/OPERATOR INFORMATION

EVENT TYPE:  Non-Profit Food Establishment License 1-2 Day  
 Non-Profit Food Establishment License 3-14 Day  
 Non-Profit Food Distribution License

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

EVENT DATE/TIME: \_\_\_\_\_

TIME SET UP WILL BE READY FOR INSPECTION: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

OPERATOR'S NAME \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

OPERATOR'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FOR OFFICAL USE ONLY	
Date Received	_____
Activity #	_____
License #	_____
Approved By	_____
Date Approved	_____

I understand that the temporary license is NOT TRANSFERABLE and NON-REFUNDABLE. I also agree to operate in accordance with the "Guidelines for Temporary Food Facilities", the Food Code, and all other applicable laws and regulations.

\_\_\_\_\_  
Signature of Applicant

NON-PROFIT TEMPORARY FOOD LICENSE		NON-PROFIT TEMPORARY FOOD DISTRIBUTION	
LICENSE & OPERATIONAL FEE 1-2 DAY	\$20.00	LICENSE & OPERATIONAL FEE	\$45.00
LICENSE & OPERATIONAL FEE 3-14 DAY	\$45.00		
LATE FEE (\$15.00)	_____	LATE FEE (\$15.00)	_____
Late fee assessed if less than 5 business days prior to the event.		Late fee assessed if less than 5 business days prior to the event.	
SUBTOTAL	_____	TOTAL	_____
X Number of Stands	_____		
TOTAL	_____		

**B. FOOD/EQUIPMENT**

1. Please list your menu items:

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2. What type of temporary food service facility will you be operating at the event? Check all that apply:

Enclosed trailer     Outdoor Stand     Indoor Kitchen     Other (specify) \_\_\_\_\_

3. Will all foods be prepared on-site? (Remember: Except baked goods, home prepared foods are prohibited.)

Yes     No    If "no", where will foods be prepared? \_\_\_\_\_

4. Will there be electricity available?

Yes     No

5. Will running water be available?

Yes     No    If "no", how will water be supplied? \_\_\_\_\_

6. Where will waste water (dish water or handwash) be stored and discarded? \_\_\_\_\_

7. How will cold foods be kept cold? (below 41°F) (Note: Foods may not be in direct contact with ice; styrofoam coolers are unacceptable.)

Refrigerator     Insulated Cooler     Other (specify) \_\_\_\_\_

8. What equipment will you use to cook food? Check all that apply:

Grill (gas, charcoal or electric)     Oven     Other (specify) \_\_\_\_\_

Fryer     Microwave    \_\_\_\_\_

9. How will cooked foods be kept hot (above 135° F) after cooking? Check all that apply:

Steam Table     Chafing Dish/Sterno     Other (specify) \_\_\_\_\_

Roaster     Grill    \_\_\_\_\_

10. If prepared food is on display, how will it be protected from contamination?

Sneeze Guards     Covers     Other (specify) \_\_\_\_\_