



## Event Vendor – Annual Permit Application

**Application and fee must be received at least five (5) business days prior to permit issuance. Hot/Cold trucks require on-site inspection prior to issuance. Trailers and booths require on-site inspection at the first event. A permit does not guarantee participation in City Sponsored Events. Permits can be revoked by the Health Official at any time.**

(PLEASE PRINT LEGIBLY)

### APPLICANT INFORMATION:

Name of Organization: \_\_\_\_\_

Non Profit Organization: (please circle) yes / no

**Must include a copy of the 501-C documentation**

Contact person: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

How would you prefer to receive the permit: (please circle) pick-up / Email

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Phone number: \_\_\_\_\_ Zip \_\_\_\_\_

Person in charge on-site: \_\_\_\_\_

On-site Telephone: (\_\_\_\_\_) \_\_\_\_\_

Circle all that apply:

Event Food Truck – License Plate #: \_\_\_\_\_

Event Food Trailer - License Plate #: \_\_\_\_\_

Event Booth

Generator / Electrical / Propane

Event Locations and dates:

\_\_\_\_\_  
\_\_\_\_\_

**\*OUTDOOR EVENTS**-The food preparation and serving area must have a fire resistant overhead covering that protects the interior of the facility from the weather. For City Sponsored Events, if a 200 square foot tent with sides or a 400 square foot tent without sides is used, then a separate tent permit is required - Contact Customer Service Department (972)468-4100. Floors must be constructed of concrete, asphalt, tight wood or other similar easily cleanable material, and kept in good repair.

### (For Office Use Only)

Date Received \_\_\_\_\_

Permit No. \_\_\_\_\_

Approved by: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Paid: \$ \_\_\_\_\_

Cash \_\_\_\_\_

Check #: \_\_\_\_\_

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Customer Service Department

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4104

Email: [customerservice@murphytx.org](mailto:customerservice@murphytx.org) Website: [www.murphytx.org](http://www.murphytx.org)



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Please list specific menu items, including drinks, to be served.  
Items not approved below may not be offered for consumption.

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**No food or beverage stored or prepared in a private home may be offered for sale, sold or given away from a temporary or seasonal food facility.**

**On-site cooking equipment:**

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**On-site hot and/or cold hold equipment:**

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Name of menu item food supplier(s):  
(i.e. name and address of grocery store)

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Will food preparation take place prior to scheduled event? Y\_\_\_N\_\_\_  
If yes, then provide the name and location of food preparation:  
(i.e. name and address of restaurant)

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Submit a copy of the restaurant permit and a copy of the most recent inspection report if food is from a non-Murphy restaurant.

**SITE INFORMATION**

Three compartment ware wash: Y\_\_\_N\_\_\_

Sanitizer test strips: Y\_\_\_N\_\_\_

Toilet & hand washing facilities available: Y\_\_\_N\_\_\_

Name and contact information of person responsible for trash disposal and liquid waste disposal: \_\_\_\_\_

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**(For Office Use Only)**

E-Mail \_\_\_ Pick Up\_\_\_

Existing Food Permit in Murphy:

Y\_\_\_N\_\_\_

Existing Food Permit No.: \_\_\_\_\_

Out-of –Town Vendor: Y\_\_\_N\_\_\_

Copy of Health Permit: Y\_\_\_N\_\_\_

Copy of Inspection Report: Y\_\_\_N\_\_\_

Contacts:

**Customer Service Dept. (972)468-4100**

**Fire Department Regulations:**

Outdoor grilling, cooking and hot hold activities in place during temporary food events must adhere to the City of Murphy Fire Department Ordinance and is subject to approval by the regulatory authority.

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## PERSONNEL/EMPLOYEE INFORMATION

Person(s) Preparing Food/Drink: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person(s) Serving Food/Drink On-site:  
List ALL employees and volunteers on ALL shifts (use additional sheets if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person(s) Cleaning Up:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the submitted information is correct, and I fully understand that any deviation from the above without prior permission from the Regulatory Authority may nullify the permit. I understand I am subject to inspection at any time during the event. I am aware that events, where vendors have more than one (1) booth, will be charged an initial fee for the first booth and subsequent fees for each additional booth. Participation in large events with multiple booths will count as only one (1) permit towards the annual limit of six (6) temporary permits for the same vendor.

\_\_\_\_\_  
**Signature of Participant**

\_\_\_\_\_  
**Date**

### DID YOU REMEMBER TO?

- ✓ COMPLETELY FILL OUT APPLICATION
- ✓ ATTACH PAYMENT
- ✓ SIGN APPLICATION
- ✓ ATTACH COPY OF PERMIT AND MOST RECENT INSPECTION REPORT

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Any group, organization, company or individual preparing, selling or offering any food item(s) to the public must first obtain a permit from the City of Murphy Health Department. Event Vendor Annual Permits remain valid for the calendar year (January – December). Partial year permits will not be prorated. Permits may be applied for at 206 N. Murphy Rd., Murphy, TX. The City Health Official or Customer Service Department will contact you to schedule the initial inspection for food trucks/trailers.

Please read the following guidelines carefully prior to application to ensure these minimum requirements can be met.

1. Only approved food products will be permitted. Only food items requiring minimal preparation and handling will be approved. Home prepared foods must follow the Texas Cottage Food Law (know the rules, maintain the required food handler's training, create the required food labels). All condiments including relish, sauces, catsup, mustard, etc. available for customer self-service must be in single-service packets or be dispensed from sanitary dispensers.
2. All meat, dairy and perishable food products must be maintained under proper temperature control. Hot foods must be maintained at 140 degrees or above and cold foods at 40 degrees or below.
3. If the temporary food service establishment is outdoors, every food preparation and serving area must have a fire resistant overhead covering that protects the interior of the facility from the weather.
4. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice scoops shall be provided where self-service ice is available to customers.
5. All employees shall:
  - a. Wear clean clothes and effective hair restraints;
  - b. Wash hands with soap and water prior to beginning work, after smoking, eating or drinking and after using the rest room;
  - c. Use disposable gloves or utensils when handling food products;
  - d. Refrain from smoking or use of tobacco products while inside the concession or preparing or handling food.
6. An adequate supply of potable water shall be available for hand washing, utensil washing, rinsing and sanitizing. Containers will be filled and available for these procedures. An adequate supply of bleach shall be available for use as a sanitizer. Water from ice bins shall be drained into containers and disposed of properly along with all other waste water. An adequate supply of paper towels shall be available for drying hands after washing.
7. Temporary food establishments shall be limited to single-service articles for use by the consumer (Paper plates and plastic tableware, etc.).
8. All trash and garbage must be contained in leak proof, non-absorbent containers lined with plastic bags and covered with lids.
9. Floor surfaces allowed are concrete, asphalt, wood or other hard cleanable surfaces.
10. Chemicals and other toxic items shall be stored away from food prep, service or display areas.

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