



SEASONAL EVENT FOOD PERMIT APPLICATION/PACKET

Application and fee must be received at least five (5) business days prior to event.

Fee: \$200 Valid for 6 months (upon approval of event dates)

(No refunds, no alterations or proration will be given once application is submitted. If operating without a permit the fee will be \$400.)

(PLEASE PRINT LEGIBLY)

APPLICANT INFORMATION:

Name of Organization: _____

Non-Profit Organization: (please circle) yes / no

Contact person: _____

Email: _____

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

Address: _____

City: _____ State _____

Phone number: _____ Zip _____

Person in charge on-site: _____

EVENT INFORMATION:

Date(s) of event: (Please list out all the dates or event title clearly of participation (any dates or events not listed below is not authorized or valid under this permit).

Name of event coordinator: _____

Telephone: (_____) _____

Email: _____

(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 972.468.4127

Email: customerservice@murphytx.org Website: www.murphytx.org



SEASONAL EVENT FOOD PERMIT APPLICATION/PACKET

***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. 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.

Will you be serving samples? (please circle) yes / no

Please list items for sale, including drinks, to be served as samples.
Items not approved below may not be offered for consumption.

On-site cooking equipment for foods allowed and identified in HB 1382, shall be available for use:

On-site hot and/or cold hold equipment for sampling of foods allowed and identified in HB 1382 shall be available for use:

SITE INFORMATION

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: _____

(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
Tent Permit

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.

Customer Service Department

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4127
Email: customerservice@murphytx.org Website: www.murphytx.org



SEASONAL EVENT FOOD PERMIT APPLICATION/PACKET

PERSONNEL/EMPLOYEE INFORMATION

Person(s) Serving Food/Drink On-site:

List ALL employees and volunteers (use additional sheets if necessary)

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 A COPY OF FOOD HANDLER CERTIFICATION IF APPLICABLE

Customer Service Department

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4127
Email: customerservice@murphytx.org Website: www.murphytx.org



SEASONAL EVENT FOOD PERMIT **APPLICATION/PACKET**

Any group, organization, company or individual preparing, selling or offering any food item(s) to the public must first obtain a temporary food permit from the City of Murphy Health Department. Permits will not exceed ninety (90) days and may be applied for at 206 N. Murphy Rd., Murphy, TX. The City Health Official will contact you on the day(s) of the event to do an inspection and one random inspection within the 6 month timeframe.

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. Home preparation shall be limited to approved **foods as allowed and identified in SB 81 and/or HB 1382**. 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 **as allowed and identified in HB 1382** must be maintained under proper temperature control. Hot foods must be maintained at 140 degrees or above and cold foods at 41 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 as appropriate and required in HB 1382. Containers will be filled and available for these procedures. An adequate supply of bleach or other approved sanitizer 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.

Note: The Health Authority of the City of Murphy limits the number of temporary permits to 6 per establishment per calendar year. Outdoor events will last no longer than 72 hours.

Customer Service Department

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4127
Email: customerservice@murphytx.org Website: www.murphytx.org

TEMPORARY EVENT REVIEW HIGHLIGHTS

The following must be provided at each booth:

1. Temporary Event Permit posted for display at booth
2. Hand wash station (insulated gravity driven device with a spigot-ice chest, cooler, soap disposable towels). Other hand wash stations may be approved by the Health Authority as appropriate.
3. Long stem food thermometer must be available as appropriate according to HB 1382 for PHF's.
4. Ware washing station (soapy water, water, water with bleach)
5. Test strips (to measure amount of sanitizer)
6. Store food at least six inches off the ground
7. Hair restraint
8. Hot food at 140°F or above, and cold food held at 41°F

Reminder:

- ✓ Only Home prepared foods **allowed and identified according to SB 81 and/or HB 1382** are allowed.
- ✓ Foods must be prepared on-site or may be prepared at a kitchen location **according to SB 81**.
- ✓ Food must be continuously monitored during the cooking, transporting and serving process.
- ✓ Potentially hazardous ingredients (i.e. cooked meat) and finished product must maintain an internal temperature of 140°F or above.
- ✓ Temporary hand wash station must be available at each food booth.
- ✓ Comply with temporary event guidelines.
- ✓ All person handling/cooking/serving food must follow the attached guidelines from page (4) of the temporary food service permit application.

Customer Service Department

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4127
Email: customerservice@murphytx.org Website: www.murphytx.org