



The Monmouth County Board of Health

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TEMPORARY FOOD FESTIVAL PROCEDURES **EVENT COORDINATOR**

The responsibilities of coordinating a successful event are extensive. As you know, issues which you must address prior to the event include municipal permits vendor recruitment, physical layout, physical services site security, advertising, parking and a host of other potential items. As the **“Event Coordinator”** it is your responsibility to insure that the event is both successful and conducted safely.

This office is responsible for the food vendor aspect of the event. We look forward to working closely with you to insure a properly planned and presented event. As such, this office requests that you provide us with the following information:

LAYOUT

Please provide a copy of your site map/ event layout. Please include both food and non-food vendor placements and locations for stages, events and other planned activities.

VENDORS

Please provide a list of vendors who will be serving food and/or consumables on the day in question. For our purposes, it is irrelevant whether the vendor charges for the product or provides it at no cost.

Each vendor must complete a Temporary Food License Procedures questionnaire and return it to this office at least 10 days prior to the event for review and approval. Failure of the vendor to provide the requested information may adversely affect his ability to participate on the day of the event.

As the **“Event Coordinator”** we request your assistance in providing the questionnaire to your vendors and insuring that they return the information in a timely manner. In many instances the Event Coordinator will secure the information from all their vendors and then meet with the Health Department to review the information together.

(OVER)

VENDORS (Cont.)

Some municipalities require a “Temporary Retail Food Establishment License” be obtained by each vendor prior to the event. This office will be able to assist you in determining the municipal health licensing regulations required by the municipality in question.

PHYSICAL SERVICES

Will a common water source be provided (by you) or will the vendors be required to supply their own water supply?

Will you supply a common ware washing area? How will waste water be disposed of, either in a common ware washing area or by the individual vendor?

Will vendors supply their own ice or will you arrange for common delivery?

Are restrooms available to the vendors (and the public) on site? Will you provide temporary rest room facilities? If the event is longer than one day, have pump out arrangements been made, at what frequency, and will the pump outs be conducted during or after the daily activities?

What arrangements have you made for solid waste removal, and by whom?

OTHER CONSIDERATIONS

Do you intend to offer any other activities which might impact the foodservice operations? Will there be animals on site (pony rides, petting zoo etc?) What is their proximity to the foodservice area?

Will power be supplied to the site? Please include generator placement on your site layout plan.

This office recommends that you coordinate closely with the municipal Fire Prevention Officer. Tents, propane, open flame burners, fryers and other similar issues are under the jurisdiction of the Fire Inspector and he may have requirements which must be met prior to the event also.

The Monmouth County Health Department wishes you success in your event and looks forward to working with you to insure a successful event. Please feel free to contact us at the number above so that we may begin the process.