



County of Bernalillo

Planning and Development Services

Health Protection

111 Union Square SE, Suite 300

Albuquerque, NM 87102

PHONE -314-0310; FAX - 462-9735

SPECIAL EVENT PERMIT APPLICATION TO OPERATE A FOOD CONCESSION FEE: \$30.00

**FOOD SERVICE TRAINING WILL BE OFFERED TWO WEEKS PRIOR TO THE EVENT.
PERMIT WILL BE ISSUED AFTER COMPLETION OF INITIAL INSPECTION.**

1. EVENT _____

2. LOCATION OF EVENT (Address) _____

3. DATES OF EVENT _____ TIME OF BOOTH SETUP _____

REQUESTED TIME OF INSPECTION _____

4. NAME OF CONCESSION OR BOOTH _____

5. APPLICANTS NAME _____ PHONE/FAX _____

6. APPLICANTS ADDRESS _____ e-mail _____

Name of food facility for offsite preparation _____

Address _____ Phone _____

7. If **POTENTIALLY HAZARDOUS FOOD IS TRANSPORTED** to the event:

- What is the length of **time in transport**? _____
- How is the food to be kept **Hot or cold**? _____

8. **HAND WASHING FACILITIES:**

- Plumbed sink ___ or gravity flow container ___
- At a minimum, you need 5 gallons in a container with a spigot, to leave hands free for washing, a bucket for wastewater, soap, and single use paper towels

9. Where will utensils be cleaned and sanitized? _____

10. LIST ALL FOODS TO BE SERVED

Include how you plan to keep **Potentially Hazardous Food** hot or cold

FOOD ITEM	OFF SITE PREP YES OR NO	COOKING PROCEDURES (e.g. deep fry, grill, bake)	FOOD TEMPERATURE HOLDING METHOD
Example: Chile Beans	No	Cooked on stove in booth	Steam table

HOME FOOD PREPARATION OR STORAGE IS NOT ALLOWED

I have read/understand and will comply with, the Temporary Food Facility requirements.

Signature of applicant _____ Date _____

FOOD HANDLERS IN YOUR BOOTH

DATE OF FOOD TRAINING
