

**TEMPORARY FOOD APPLICATION
TEMPORARY FOOD ESTABLISHMENT GENERAL INSTRUCTIONS
EMPLOYEE LOG**

Please find enclosed the Temporary Food Application and supporting documentation. These documents can be copied and must be supplied to all vendors giving or selling any food items at your sponsored event. Application and fee payment of thirty-three dollars fifty cents (\$33.50) must be paid prior to event.

Applicants requesting fee waived due to Non-Profit status must provide 501 (C) 3 (non-profit tax identification number) at time of application. This fee shall be waived for one-day events only. Non-profit vendors selling or serving (to include giving free of charge) food/food products for two or more consecutive days in conjunction with a single event must pay \$33.50 fee regardless of non-profit status.

Documents enclosed include:

- Application for Temporary Food Service
Complete this application in full, please print or write legibly, this information is used to complete the information on your assigned license. In addition, this information is retained in the Council Bluffs Public Health Department for retrieval in the event of a food borne outbreak.
- General instructions for temporary food establishment.
Should vendor have questions regarding instructions or issues not addressed in this material we encourage you to call the Public Health Department at 712-328-4666, and ask to speak with the Sanitarian assigned to inspect your particular event. (Please indicate the name, location and date of event).
- Employee Log.
Vendor must complete employee log recording information as requested (name, date, assignment, time in and time out) for person(s) handling food at vendor booth (or location) for licensed temporary event. This log remains with the vendor but must be available on demand by Public Health officials for 6 months following licensed event.