

**SPECIAL EVENTS LICENSE (2024)**

RETAIL FOOD ESTABLISHMENT

TEANECK HEALTH DEPARTMENT

818 TEANECK ROAD

TEANECK, NJ 07666

(201) 837-1600 Ext. 1500

Application is hereby made for a license to operate a retail food establishment as defined in

ordinance Sec. 17-21 of the Township of Teaneck, NJ.

**Applications shall be received by the Teaneck Health Department at least 7 days prior to the scheduled event. Failure to submit required paperwork in a timely manner may result in the denial of special event license.**

FEE $60.00

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| --- | --- | --- |
| Event Information | | |
| Event Name: | | Date of Event: |
| Event Address: | | Time frame of the event: |
| Name of event coordinator: | | |
| Phone number of Coordinator: | Email of Coordinator: | |

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| --- | --- | --- | --- |
| Vendor’s Information | | | |
| Business name: | | Owner’s Name: | |
| Phone Number: | | Email: | |
| Mailing Address: | | | |
| City: | State: | | Zip code: |
| Time Operator will be set up for inspection: | | | |
| Nature of On-Site set up: (Food truck – Trailer – Table) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| --- | --- | --- | --- | --- |
| Food Preparation/Information | | | | |
| Menu: List food items to be prepared/Sold | | | | |
| Where is food purchased? (Please keep invoices) | | | | |
| Where are you holding Potentially Hazardous Foods (PHFs)? If applicable. Ex: Cold foods at 41F or below. Hot foods at 135F or above after cooked. | | | | |
| Cold Holding Equipment:  Refrigerator – Cooler with ice – Freezer  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Hot holding equipment:  Stove – Steam table – Oven – Grill  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Where will food be prepared? Please provide proof of commissary and fill out next section. | | | | |
| Commissary/Servicing Area Name and Phone #: | | | Address: | |
| City: | State: | | | Zip Code: |

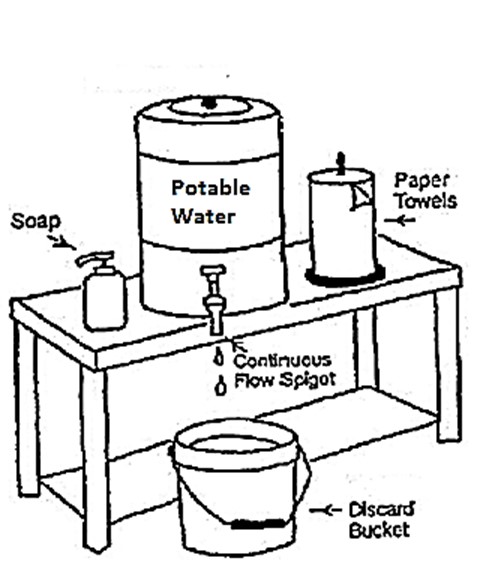
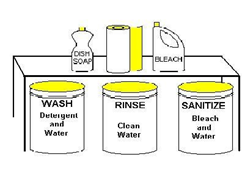
Please note: Food prepared at home is prohibited. All food preparation prior to event must be done at a licensed kitchen.

Documentation Needed:

* Food Manager/ Food Handlers Certification
* Business License
* Last Inspection report
* Commissary License – If applicable
* Commissary Inspection Report – If applicable
* **Please reach out to the Fire Department, as depending on the type of prep (propane, grill etc.) you may have to obtain permits from them as well.**
* **The following set up is required and expected at time of inspection:**

Temporary On-Site set up:

* Temporary handwashing station must be set-up and be accessible. A container full of warm water with a spigot type dispenser, soap, paper towels, a wastebasket, a container to collect wastewater. \*See image next page
* Sanitizers (Bucket/Spray bottle) must be set up for prep areas with their proper test strips (Chlorine (50ppm – 100ppm), Quaternary Ammonium (200ppm – 400ppm), or Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temporary Wash/Rinse/Sanitize set up. \*See image below

* No Ill/Sick food handlers permitted.
* Bare handed contact with Ready to Eat (RTE) foods is not permitted.
* Proper separation of raw meats, poultry from RTE food is expected to avoid cross contamination.
* Proper reheating to 165F or above is expected before hot holding at 135F or above. Hot holding units may not be used for reheating.
* The use of thermometer is required to monitor proper temperatures.
* All in-use equipment, utensils and single service items must be maintained in a clean sanitary condition.
* All in-use equipment, utensils and single service items must be maintained in good condition (no chips, etc.)
* All food products must be kept at least 6 inches off the floor.
* All areas of set up/station(s) must be kept clean, free of litter with an adequate amount of receptacles/Garbage containers.
* **Please do not hesitate to contact us if you have any questions**

- In consideration of such license, applicant agrees to comply with the statutes, ordinances, rules, & regulations

of New Jersey Department of Health and the Township of Teaneck.

- Applicant further agrees to permit the representative of the Teaneck Health Department to collect for

examination, samples of any food or product intended for human consumption, kept on the premises.

- Applicant further agrees immediately to advise the Teaneck Health Department of any contemplated change

pertaining to the information provided on this application.

- License, if granted, is upon express condition of forfeiture or revocation of license if the license, his agent or

servant shall violate the agreements set forth herein.

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Office Use Only

LICENSE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF ISSUE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_