



# 2017 STREET FESTIVAL

## Food, Family & Fun!

Date: Sunday, June 4, 2017 Time: 11-5pm Set-up Time: 8:30-10:30

Event Location: Newark Pompton Turnpike & Jackson Avenue

- 1) Please PRINT all information. MAIL this form with your check (or money order) payable to "The Grande Market Place, LLC" PO Box 62, Pequannock, NJ 07440.
- 2) CRAFTERS & ARTISTS are required to send two photos of your crafts & art.
- 3) SPACE Measurements: Crafter/Artist/Retailer =12" wide x 10" deep; Food=18" wide x 10" deep; Non-profit = 10" wide x 10" deep; Please bring your own tables, fire rated tents with weights/anchoring, chairs etc.
- 4) All spaces must be pre-paid. Space is limited, so please book your space as soon as possible. Your payment will be immediately returned if you are not accepted. Welcome packets with instructions are mailed 10 days prior to event.
- 5) Discounts available for vendors needing more than 1 space. Please call for more information.
- 6) 10 % Discount available for Veterans.

Type of Vendor	Price	# of spaces	Total
Crafters/Artists	\$100.00		
Crafters/Artists- must be handmade, and artist must be present during event.			
Retail Businesses	\$150.00		
Chamber Members	\$100.00		
Promotions only give-a-ways	\$175.00		
All give-a-ways must be preapproved			
Non-Profits 501c3	\$40.00	Only 1 space	
Food Vendors	\$225.00		
Sponsors	\$700.00		
Sponsors are listed on all advertising, email blasts and signage with links to website.			
Additional options:			
Your listing on the website: \$50.00			
Your listing with links to website: \$100.00			
Reel of tickets to give 1 to each child who visits your booth (they are used to redeem prizes!) \$10.00			
6' Table Rental with 2 chairs: \$50.00			
10 x 10 Tent Rental: \$100.00			
Vendors must provide their own tables, chairs, fixturing etc. rentals available			
All Tents must be fire rated and weighted. No Exceptions			

The New Pequannock Street Festival 2017

Fun and Fabulous vendors. The Grande Market Place, LLC is committed to producing a quality show and will be advertising in major and local newspapers, publicity releases, websites, email blasts and show flyers. All vendors must post on their facebook, website and email blasts. Looking forward to a great show!

DATE: SUNDAY, JUNE 4, 2017

TIME: 11 TO 5 SET UP: 8:30 am TO 10:30am

LOCATION: ALONG NEWARK POMPTON TURNPIKE AND JACKSON AVE.

The undersigned exhibitor hereby applies for exhibition space at the above named show, has read and understands the Exhibitor Rules and Regulations enclosed in this packet & encloses payment herein. THE GRANDE MARKET PLACE, its workers, the sponsor, PEQUANNOCK CHAMBER OF COMMERCE AND THE TOWNSHIP OF PEQUANNOCK., shall not be liable for property damage or personal injury to exhibitors, its agents or employees, which may occur on or about any part of the subject premises, regardless of how such injury or damage may have occurred. Exhibitor waives say claim against THE GRANDE MARKET PLACE, its workers, the sponsor, PEQUANNOCK CHAMBER OF COMMERCE AND THE TOWNSHIP OF PEQUANNOCK., and assumes all liability for loss or damage to Exhibitor's property entrusted to the premises. Exhibitor shall hold. THE GRANDE MARKET PLACE, its workers, the sponsor, PEQUANNOCK CHAMBER OF COMMERCE AND THE TOWNSHIP OF PEQUANNOCK harmless & shall indemnify. THE GRANDE MARKET PLACE, its workers, the sponsor, PEQUANNOCK CHAMBER OF COMMERCE AND THE TOWNSHIP OF PEQUANNOCK., against all liability or expenses arising out of any claim of injury or damage to any person or property, together with all cost in connections with the defense thereto, including attorney's fees. The above-mentioned parties will not be held responsible if show is canceled for any reason beyond its control, including acts of God, Fire, flood, Construction, War, Public disaster, strikes or labor difficulties or any other cause beyond its control. No refunds if show is cancelled because of weather conditions or if you cancel. THE GRANDE MARKET PLACE, its workers, the sponsor, PEQUANNOCK CHAMBER OF COMMERCE AND THE TOWNSHIP OF PEQUANNOCK, shall not be liable for any resulting damage or claim.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

WEBSITE \_\_\_\_\_

ADDRESS \_\_\_\_\_

NJ TAX NUMBER IS REQ'D \_\_\_\_\_

TYPE OF VENDOR: CRAFTER    FOOD TRUCK    PACKAGED FOOD    NON-PROFIT    RETAIL

DESCRIPTON OF ITEMS BEING SOLD \_\_\_\_\_

\_\_\_\_\_ Price Point Lowest \_\_\_\_\_ Highest \_\_\_\_\_

NO REFUNDS OR CREDIT IF YOU CANCEL OR IF SHOW IS CANCELLED FOR WEATHER CONDITIONS (AS STATED ABOVE.) Total Amount Enclosed: Exhibitors Fees: \_\_\_\_\_ Check ( ) \_\_\_\_\_

CHECK PAYABLE TO: The Grande Market Place, LLC    MAIL TO: PO Box 62, Pequannock NJ 07440

Credit Card option available: Please contact: [thegrandmarketplace@gmail.com](mailto:thegrandmarketplace@gmail.com)

Leave message: 973-907-2662 Text only CELL 973-713-9066 [thegrandmarketplace@gmail.com](mailto:thegrandmarketplace@gmail.com)

## EXHIBITOR RULES and REGULATIONS

1. Exhibitor Agrees to read and be responsible to comply with all the rules and regulations in this contract. These Rules and Regulations constitute an essential part of this Contract for exhibit space between Exhibitor and The Grande Market Place, LLC. Market Management reserves the sole right to render all decisions and interpretations and to establish further regulations as may be deemed necessary for the overall success of the event.
2. Exhibitor agrees that the termination of this contract by the undersigned or the sponsor allows the sponsor to retain the total deposit as liquidation. No refunds, credits or transfers are due if contract or event is canceled.
3. The Exhibitor agrees not to hold The Grande Market Place, LLC, the Promoters, the Sponsors, the Organizers, the Pequannock Chamber of Commerce, the Township of Pequannock, their respective employees, contractors, volunteers, and/or agents (collectively referred to as the "EVENT MANAGEMENT"), liable in respect to their collective decision either to cancel or to proceed with the scheduled Event when the threat-of-rain, unsafe conditions, or threat of unsafe conditions enters into said decision. The EVENT MANAGEMENT will not be liable for the fulfillment of this Contract respecting the delivery of said exhibit space if such non-delivery is due to any of the following causes: public enemy, war or insurrections, local or regional civil disturbances, strikes, fire, the authority of the law, by reason of an act of God, inclement weather; or for any cause beyond the EVENT MANAGEMENT's control. The Event may not be held if, in the sole opinion of the EVENT MANAGEMENT, there exists a threat of unsafe conditions or if conditions are deemed to be unsafe. If the Event is cancelled, the Event will not be further rescheduled; and there will be no refunds nor credits of any kind.
4. The EVENT MANAGEMENT assumes no responsibility for, nor guarantee of the safety of, the properties of Exhibitor, its agents and their employees, against theft, damage from fire, accident, or any other cause whatsoever; and Agrees should an accident occur within the exhibitors space caused by the exhibitor's display or debris left by the exhibitor, the exhibitor will be held liable in case of an accident. By applying to this event, the exhibitor agrees to save and hold harmless The Grande Market Place, LLC, its management, agents, employees, The Pequannock Chamber of Commerce, The Township of Pequannock, its management agents, employees, and sponsors from any liability resulting from such accidents.
5. Exhibitor shall be liable for any deficiency, loss or damage suffered at the Event by reasons herein stated, and without in any way releasing said Exhibitor from any liability whatsoever.
6. Exhibitor shall be bound by all pertinent laws, codes and regulations of municipal and other authorities having jurisdiction over said Event, and shall fulfill all municipal, state, and federal requirements including filings in connection with all business activities and all sales. NJ state sales tax & for maintaining product liability. NJ Sales/Use tax-609-292-6400 or [state.nj.us/treasury/taxation](http://state.nj.us/treasury/taxation)
7. There will be a 50% charge for Contracts cancelled more than 30 days prior to the Event. No refunds on Contracts cancelled within 30 days prior to the Event. Cancellations are to be made only in writing and only by mail. All refunds are at the sole discretion of The Grande Market Place, LLC.

### **Food Vendors:**

1. All Food-Vendors are required to deliver a current and valid Certificate of Insurance to The Grande Market Place, LLC prior to the Event, naming The Grande Market Place, LLC, Pequannock Chamber of Commerce and The Township of Pequannock as Additional Insureds.
2. All Food-Vendors must comply with the Pequannock Health and Fire Departments regulations including the filing of all necessary permits and fees.
3. Agrees to remove all boxes, paper and trash belonging to them upon vacating their space and to keep his\her space neat in appearance and in good order while selling.

#### Booth and Exhibitor Requirements:

1. The Exhibitor agrees to set-up at least one hour prior to the Event's opening, and to remain until the event's closing time.; to leave with all unsold merchandise, boxes, debris, etc.
2. Exhibitors must provide own tables, chairs, racks and display materials unless otherwise noted. Rain or shine vendors are advised to come prepared for inclement weather, tarps, plastic covers, etc. All exhibit tables must be draped with attractive cloths with no boxes, extra merchandise or debris visible.
3. It is recommended that vendors/exhibitors use a tent, ALL TENTS must be fire rated and be weighted down properly.
4. Exhibitor may not sublet or apportion space to anyone else.
5. No selling of 50/50 tickets without proper permits.
6. Exhibitor shall not arrange their exhibit to obscure or interfere with nearby Exhibitors. This includes, but are not limited to, displays, sound system, generators, smoke, noise, audio-visual demonstrations, etc.
7. Electricity is not available. Only Exhibitor's QUIET generators with ratings of 59 decibels or less are permitted. Exhibitors intending to utilize a generator must first notify The Grande Market via email to: [thegrandmarketplace@gmail.com](mailto:thegrandmarketplace@gmail.com)
8. Exhibitor's exhibit or product may not extend beyond the limits of Exhibitor's booth.
9. The EVENT MANAGEMENT reserves the right to decline or remove any exhibit which is deemed out of keeping with the character of the Event; this reservation being all inclusive as to persons, products, printed material, conduct, smoke, noise, etc.
10. Exhibitor may display and sell ONLY what he/she has listed on contract. No Vendor may offer any of the following goods or services without the written consent of The Grande Market Place: Any food item, beverage, face-painting, temporary-tattoo, ride, game, or any item "for free" Exhibitors should not wish to compete with vendors who are selling the said items or services.
11. Helium tanks must be anchored at all times. Exhibitors shall contact the Pequannock Township Fire Department for precise requirements and permits.
12. Smoking is not permitted in the exhibit area.
13. Soliciting of other Exhibitors is not permitted.
14. Non-profit organizations may not sell items of any kind. They may only promote their organization.
15. Non-profits must have ALL free items pre-approved prior to event.
16. Distribution of advertising material and Exhibitor solicitation of all kinds shall be restricted to Exhibitor's booth. (No hawking)
17. Agrees to remove all boxes, paper and trash belonging to them upon vacating their space and to keep his\her space neat in appearance and in good order while selling.
18. Vendors agree their booth is professional in appearance, table cloths, fixturing, etc.



**Pequannock Bureau of Fire Safety**

530 Newark Pompton Turnpike  
Pompton Plains, New Jersey 07444  
973-835-5700 ext. 194

**Application for Permit**

The Uniform Fire Code states:

“Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a processor activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official.” [N.J.A.C. 5:70-2.7(a)]

Date of application: \_\_\_\_\_

Location where activity will occur \_\_\_\_\_

Date/s \_\_\_\_\_ Time/s: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency #: \_\_\_\_\_ Email: \_\_\_\_\_

Block/Lot \_\_\_\_\_ Registration # \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

\_\_\_\_\_  
\_\_\_\_\_

And for the keeping, storage, occupancy, sale, handling or manufacture of the following: \_\_\_\_\_

\_\_\_\_\_  
(State quantities for each category to be stored, or used and the method stored or used:) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Fire Official Signature

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Type

# **TEMPORARY FOOD EVENT PERMIT PACKET**

## **INSTRUCTIONS TO FOOD VENDORS**

### **BACKGROUND**

Temporary food events have been responsible for causing major food borne disease outbreaks due to improper temperature control, poor hygiene practices and inadequate food service facilities. Food preparation at temporary events can pose significant hazards due to limitations of physical facilities and equipment.

It is for the above reasons that comprehensive and close monitoring of temporary food events is required and enforced. The Health Department requires a Temporary Food Permit of any person or organization that is providing food at a public event. All food vendors, including existing restaurants, are required to apply for a Temporary Food Permit when participating in a temporary event.

### **REQUIREMENTS**

Refer to the New Jersey N.J.A.C. 8:24 "Sanitation in Retail Food Establishment and Food and Beverage Vending Machines." All temporary food events require prior approval from the Health Department. In addition, if any cooking is to take place, the event may also require Fire Department approval prior to the event. The use of any tents may require Building Department approval. Contact them directly to determine specific requirements.

### **NEW PERMITS**

- Submit a completed "Application for Temporary Food Permit" and applicable fees.
- Applications and fees can be mailed or submitted in person to the Pequannock Township Health Department, located at 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444. Make checks payable to Pequannock Township;
- Submit a completed Commissary Agreement, if applicable;
- Provide evidence of a Food Safety Certificate (i.e. ServSafe), if applicable;
- Submit a completed Warewashing Facility Agreement, if applicable;
- If approved, the Temporary Food Permit will be issued by the Registered Environmental Health Specialist (REHS) on the day of the event; and
- The original permit must be posted when operating.

### **EXISTING PERMIT HOLDERS**

If you already have a valid "Temporary Food Permit" issued by this department, please do the following:

- Provide the Event Organizer with a photocopy of your permit; and
- The original permit must be posted where you are operating.

### **NON-PROFIT CHARITABLE ORGANIZATIONS**

- A permit application is required;
- Non-profit vendors are exempt from permit fees; and
- Submit proof of non-profit status: Federal IRS 501(c)3 is the standard letter.

**MOBILE FOOD VENDORS**

- Permitted mobile food vendors may operate at Temporary Events without additional permits; and
- Provide the Event Organizer with a photocopy of your valid permit; keep original permit onsite when open for business.

**SUBMITTING A TEMPORARY FOOD EVENT PERMIT APPLICATION**

Submit your permit application to the Pequannock Township Health Department at:

530 Newark Pompton Turnpike  
Pompton Plains, NJ 07444  
Hours: 8:30-4:30 Monday thru Friday  
Second Tuesday of Every Month 8:30-7:30; Following Friday 8:30-1:00

**QUESTIONS**

If you have questions regarding Temporary Events, contact the appropriate inspector:

<b>Inspector</b>	<b>Phone</b>	<b>Email</b>	<b>Towns Served</b>
Jacqueline Bourdony, REHS Tim Zachok, REHS Gail Gratzel, Sr. REHS	973-835-5700 x166 973-835-5700x197 973-835-5700x112	<a href="mailto:jbourdony@peqtwp.org">jbourdony@peqtwp.org</a> <a href="mailto:tzachok@peqtwp.org">tzachok@peqtwp.org</a> <a href="mailto:ggratzel@peqtwp.org">ggratzel@peqtwp.org</a>	Bloomingdale Florham Park Kinnelon Pequannock Riverdale

**Organization\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\*If non-profit, provide **IRS Exempt Registration Number** \_\_\_\_\_

A copy of the 501(c)3 letter **must** be included with application. Is the letter included? Y or N

**Person in charge:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Event Organizer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**MENU** (List all food items, including toppings and beverages)

Food Item	How Served		Made to Order		Off-site Prep		On site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

**APPROVED SOURCES (8:24-3.2)**

Food must be obtained from a source, which is in compliance with applicable State and local laws and regulations. Foods stored, handled or prepared at home are prohibited from being used or offered for sale at a Temporary Food Event. All foods must be prepared in a licensed food facility.

*Exception: Non-profit charitable organizations, who have submitted proper Federal IRS 501(c)3 documentation, are permitted to sell non-potentially hazardous bake goods, provided the following verbiage is posted at the point of display:*

**THESE ITEMS WERE PREPARED  
IN A KITCHEN THAT IS NOT  
SUBJECT TO LICENSING OR INSPECTION  
BY THE LOCAL HEALTH AUTHORITY**

\*\*\*\*\*TO BE COMPLETED BY OPERATOR OF KITCHEN FACILITY\*\*\*\*\*

I hereby allow \_\_\_\_\_ to use my kitchen facility for the preparation and storage of food, sanitation and equipment. The kitchen may be used on the following dates and times: \_\_\_\_\_

**X** \_\_\_\_\_  
Signature of Kitchen Facility Operator Phone



**UTENSIL WASHING FACILITIES (NOT a hand washing station)**

**Where will your food prep utensils be cleaned and sanitized?**

- Provided by Organizer                       Other (specify): \_\_\_\_\_

**TEMPERATURE CONTROL**

**How will you provide temperature control on location?**

- a) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 41°F or below.  
Describe: \_\_\_\_\_
- b) Rapid reheating/cooking devices (i.e., oven, grill, microwave) must be capable of reheating food to 165°F within 2 hours. Steam tables, heat lamps, sternos and crock-pots are not designed as rapid reheating units.  
Describe: \_\_\_\_\_
- c) Hot-holding devices (i.e. steam table, heat lamp) must be capable of holding food above 135°F.  
Describe: \_\_\_\_\_
- d) How will you provide temperature control during transport to the event.  
Describe: \_\_\_\_\_

**HAND WASHING FACILITIES (NOT for utensil washing)**

Each operator must have their own hand washing station. Examples are provided at the end of this packet. Describe your hand washing facilities: \_\_\_\_\_

**AVAILABILITY OF FACILITIES**

- How will you dispose of your garbage?       Provided by Organizer       Other : \_\_\_\_\_
- Where will you get your potable water?       Provided by Organizer       Other: \_\_\_\_\_
- How will you dispose of your waste water?       Provided by Organizer       Other: \_\_\_\_\_
- Where are the restrooms located?               Provided by Organizer       Other: \_\_\_\_\_

**DEMONSTRATION OF KNOWLEDGE for FOOD HANDLERS (Recommended)**

A food handler is a person who prepares, handles, packages, serves or stores food or handles utensils or assists another person in any of the these tasks. Owners and operators of temporary food facilities that prepare, handle or serve non-packaged food are to ensure that their food handlers demonstrate adequate knowledge of food safety principles. This can be accomplished by providing valid certificates from food handler training courses (i.e. Servsafe, Thompson Prometric, NRFSP).

Certified Food Safety Manager: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Please return this application at least 14 days prior to the event. Once the application is approved, no changes can be made without approval by the Health Department. Unauthorized changes may result in denial or revocation of your temporary food facility permit.

**Statement:** I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Regulatory Authority may nullify final approval.

Signature(s): \_\_\_\_\_

Print Name(s): \_\_\_\_\_

Date of submission: \_\_\_\_\_

Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required (I.e., federal, state or local). Furthermore, it does not constitute endorsement of acceptance of the completed operation (structure or event). An inspection of the operation with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.



\*\*\*\*\*TO BE COMPLETED BY HEALTH DEPARTMENT ONLY\*\*\*\*\*

Application approved:  Yes  No

REHS Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FOOD VENDOR GUIDELINES

The Health Department works to keep Bloomingdale, Florham Park, Kinnelon, Pequannock and Riverdale residents and guests healthy by regulating the food sold at Community Events, and ensuring that all foods are handled in a safe manner. Through the use of risk based food inspection, we work with you to reduce the risk of foodborne illness among event participants.

Guidelines were developed to uphold state law and allow vendors to prepare food in a nontraditional food preparation setting. The following points follow New Jersey N.J.A.C. 8:24 "Sanitation in Retail Food Establishment and Food and Beverage Vending Machines." You are responsible for compliance to all Code requirements.

### **APPROVED SOURCES (8:24-3.2)**

Food must be obtained from a source, which is in compliance with applicable State and local laws and regulations. Foods stored, handled or prepared at home are prohibited from being used or offered for sale at a Temporary Food Event. All foods must be prepared in a licensed food facility.

### **FOOD PREPARATION AT COMMUNITY EVENTS (8:24-3.3)**

- All food preparation must be conducted within the Temporary Food Facility (TFF) or other approved facility.
- BBQ's, grills or other equipment approved for outdoor cooking may be located adjacent to the TFF, and must be separated from public access by using ropes or other methods suitable to protect food from contamination and public from injury.
- Contact the fire and building departments for other restrictions/requirements on types of cooking equipment allowed.

### **HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS (8:24-3.4)**

Potentially Hazardous Foods (PHF) consist of animal products containing milk products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, salads (macaroni, potato, egg, tuna, chicken, etc.), cut melon, cream pies, etc.

- Cold foods must be kept at 41°F or less
- Hot foods must be kept at 135°F or above

### **CONSUMER UTENSILS (8:24-3.30)**

- Provide only single-use utensils for customer use.

### **EQUIPMENT (8:24-3.3)**

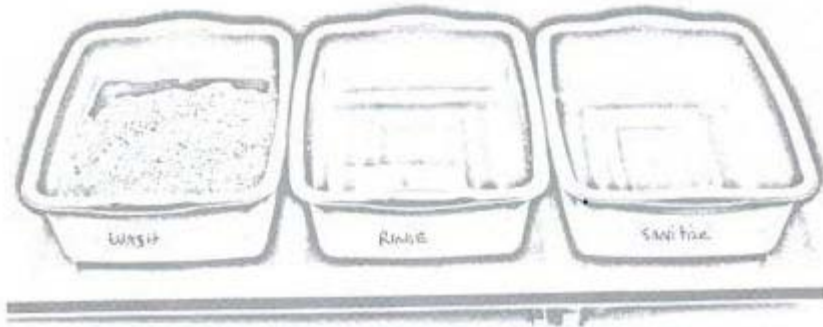
- All food and utensil related equipment must be approved by the Health Department.
- Provide adequate cold and hot holding equipment to ensure proper temperatures are maintained during transportation to the event, storage and during the operation at the event. You must have enough space to properly store all food items.
- Equipment must be situated in a manner to prevent food contamination.

### **ICE (8:24-3.3)**

- Ice used for refrigeration purposes cannot be used for consumption in food or beverages.

### **WAREWASHING FACILITIES (8:24-4.7)**

- TFF's that prepare open foods must have available a method for sanitizing and drain boards for storing cleaned equipment and utensils. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing solution (bleach/water). Test strips must be available in order to check sanitizer concentration.
- A warewashing area must be conveniently located.



### **CLEANING AND SERVICING**

- If your TFF is operating for more than one day, it must be adequately cleaned and serviced.

### **CONDIMENTS**

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect contents. Single service packets are recommended.

### **STORAGE and DISPLAY OF FOOD, UTENSILS and RELATED ITEMS (8:24-3.3)**

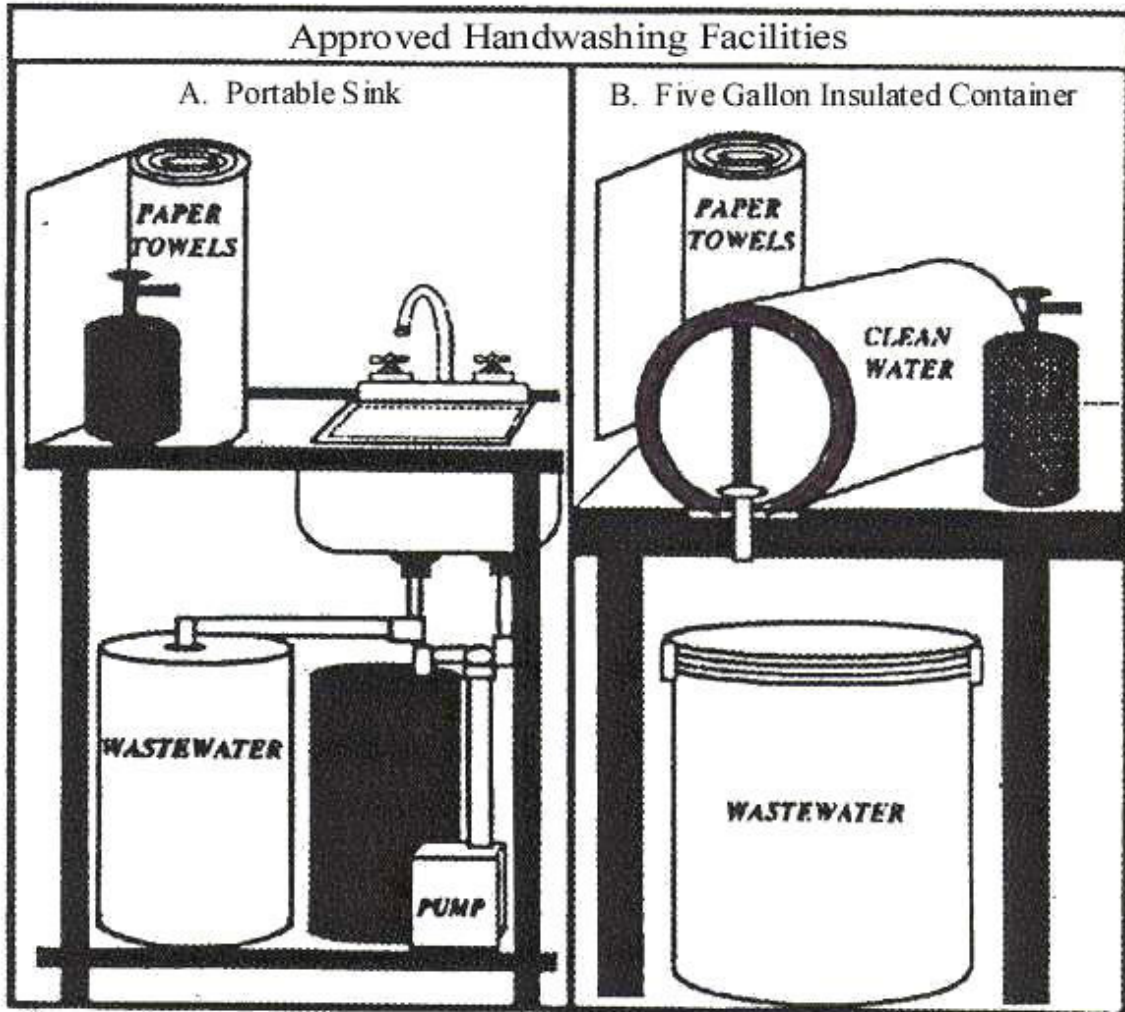
- Store all foods and utensils at least 6-inches off the ground.
- When on display, food must be protected from contamination, exposure to the elements, rodents and other vermin.

### **FOOD HANDLING**

- Bare hand contact must be eliminated at all times when handling ready-to-eat foods. Gloves, tongs, deli tissue are acceptable barriers.
- Eating, drinking, cell phone use within a food preparation area is not allowed. A food handler may drink from a closed beverage container if the container has a lid and straw to prevent contamination of the employee's hands, the container, open food and food contact surfaces.
- Smoking is prohibited.
- Safe food handling methods must be followed at all times.

## ALTERNATE HANDWASHING FACILITIES

- Handwashing facilities must be provided at each TFF stocked with the following:
  - A minimum five (5) gallon insulated container capable of providing a continuous stream of warm water that leaves both hands free to allow vigorous rubbing with soap and warm water for 20 seconds.
  - Provide a catch basin to collect wastewater, and properly dispose of all wastewater.
  - Provide soap and single-use paper towels.
  - Provide a trash can for towel waste.



## WATER SUPPLY AND WASTE DISPOSAL (8:24-5.4)

- The water supply to all sinks for food preparation and utensil washing must be from an approved, potable source provided under pressure via a mixing faucet. Each sink must have running water.
- The liquid waste must drain to a sewer or by means approved by the Health Department. No waste water may be discharged to the ground or storm drains.
- If waste tanks are used, tanks shall have a minimum capacity that is 15% greater than the potable water tank.

**TEMPORARY EVENT – WAREWASH FACILITY AGREEMENT**

**EVENT ORGANIZER** – This section to be completed by the Event Organizer

Organizer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time(s): \_\_\_\_\_

**WAREWASHING FACILITIES** – This section to be completed by the Owner/Representative allowing use of warewashing facilities

Business Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

Days of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

**WE AUTHORIZE EVENT FOOD VENDORS THE USE OF  
OUR WAREWASHING FACILITIES TO PROPERLY WASH  
EQUIPMENT AND UTENSILS AS REQUIRED BY THE  
HEALTH DEPARTMENT DURING THE DURATION OF THE EVENT.**

X  
\_\_\_\_\_  
Warewashing Facility Representative (Signature)                      Date

X  
\_\_\_\_\_  
Event Organizer (Signature)    Date

**COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT**

This section is to be completed by the Food Vendor and renewed annually

Permit Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Permit Owner: \_\_\_\_\_

Permit Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

License #: \_\_\_\_\_

**COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT**

This section is to be completed by the Commissary/HQ and renewed annually

Commissary/Headquarters Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Commissary Permit #: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ has my permission to use my licensed and inspected food facility located at \_\_\_\_\_ for the purposes of establishing a commissary/headquarters for their mobile food, catering or food processing business. This permission includes the use of the premises for the food storage, maintenance of supplies and storage of mobile food unit.

X  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*TO BE COMPLETED BY HEALTH DEPARTMENT ONLY\*\*\*\*\*

<b>VERIFICATION OF HEADQUARTERS</b>	Vending Yr: _____
Current Local and/or State Permit: Yes/No	Peddler Permit: Yes/No/NA
Verified by: _____	
OTHER AGENCY – Copy of Current Permit	Yes/No Date of Approval: _____

## Health Department Universal License Application

Check location:  Bloomingdale  Florham Park  Kinnelon  Pequannock

Establishment T/A: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ e-mail: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*Please mark (x) the appropriate license class which applies and submit fee. Checks must be made payable to:  
Pequannock Township (or they will be returned.) Mail: 530 Turnpike, Pompton Plains, N.J. 07444*

**Retail Food Establishments**

- Risk 1 \$100.00
- Risk 2 \$200.00
- Risk 3 \$400.00
- Risk 4 \$400.00
- IV: Mobile Food \$100.00

<input type="checkbox"/> <b>V: Temporary</b> <b>\$ 50.00</b>
<b>(7 day) Dates:</b> _____ <b>Time:</b> _____
<b>Name of event:</b> _____

- Non-Profit \$ 0.00
- Vending (see chart below)

**Recreational Bathing License**

- Bathing Beach \$400.00
- Hot Tub/Spa \$ 50.00
- Swimming Pool \$ 75.00
- Wading Pool \$ 50.00

**Recreational Bathing License (Florham Park Only)**

- First License \$500.00
  - Each Additional \$100.00
- Number of additional: \_\_\_\_\_

Vending Type	Number	Fee	Total Fee
Prepackaged		\$20.00	
Gum Ball		\$ 5.00	
All Others		\$40.00	
Location of Vending Machine(s)			

**Body Art Initial License**

- Tattooing \$200.00
- Permanent Cosmetic \$200.00
- Body Piercing \$100.00

**Body Art Annual Renewal**

- Tattoo \$100.00
- Permanent Cosmetic \$100.00
- Body Piercing \$ 50.00

**Kennel/Pet Shop License**

- Pet Shop \$ 10.00
- Kennel <11 Dogs \$ 10.00
- Kennel >10 Dogs \$ 25.00

2015

**All licenses expire on December 31<sup>st</sup> of the year in which it is issued and is not transferable. This license may be revoked by action of the Board of Health for failure to comply with applicable State and Local Standards.**

**Office Use Only:**

Signature of Owner/Agent \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

License # \_\_\_\_\_

Fee Paid \_\_\_\_\_

Check # \_\_\_\_\_

Cash \_\_\_\_\_