



DETROIT
Health Department

Detroit Health Department
Environmental Health
100 Mack Ave, Room 311
Detroit, Michigan 48201

Phone 313•876•0135
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www.detroitmi.gov/health

Temporary Event Intake Form

Event Name: _____

Event Location and Address: _____

Date(s): _____ Time(s): _____

Coordinator: _____ Phone Number: _____

Coordinator's E-mail Address: _____

Additional Contact Person: _____ Phone Number: _____

Total # of Food Vendors (Including Trucks): _____ Total # of Bars and Length of Each: _____

1. All vendors must be ready at the time of the requested inspection. No license will be issued if the vendor cannot be ready in a reasonable time.
2. All vendors must have a temporary hand washing set-up with a free flowing spigot (**igloo container with push button spigot will NOT be approved**).
3. All vendors must have extra equipment and/or a three compartment ware washing set-up with an approved sanitizer and appropriate test strips. The event may provide an area for ware washing if space is an issue.
4. No set-up on grass surfaces. Provide proper flooring that is smooth, easily cleanable, and non-absorbent.
5. Overhead protection must be provided for all food vendors.
6. The coordinator is responsible for providing grey water collection bins to the event, and informing vendors and the Health Department of their location. A receipt of purchase may be required.
7. One portable restroom is needed for every 100 persons attending the event. Portable restrooms must be 500 feet away from any food.
8. Please review 'Temporary Foodservice Establishment Food Safety & Licensing Guide'. All vendors should review the 'Temporary Food Checklist'. If there are any questions please contact us.

For Mobile's and Special Transitory Food Units (STFU's):

9. Food trucks and set-ups licensed as a Mobile Food Establishment must provide a copy of their license.
10. All food trucks must have hot and cold running water for the operation of the event. Hot water should be provided to the hand sink(s) at 100°F, and to the three compartment sink (if applicable) at 110°F.
11. **Winter Operations:** Alternative hot water supply must be provided for hand washing and ware washing. **If food trucks or vendors do not come prepared, they may be asked to leave.**

Applications and Fee(s):

1. All vendors must complete the temporary food service application. Please complete the form to indicate what type of preparation will be done on-site and off-site (page 3).
2. A Special Transitory Food Unit (STFU) must submit a notice of intent to operate at least 4 business days prior to any food service or preparation.
3. A Mobile Food Establishment that will not be returning to a commissary every day (i.e. remaining at the event location overnight) must have a temporary license.
4. **The coordinator of the event is responsible for collecting all applications and fees, and submitting them all together at least 10 days prior to the event.**
5. Licensed vendors who bring food already prepared and requires no additional preparation, must provide a copy of their license and complete a temporary food service application. No fee
6. Vendors doing any food preparation on site (i.e. assembling items, cooking, reheating)- \$250 each



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- 7. Bars serving mixed alcoholic beverages- \$250 for each bar
- 8. Bars with only beer and/or wine and vendors offering only **bite-size** samples- No fee
- 9. 501(c)3 nonprofit- \$125 for each applicable bar or food service set-up

*****A \$50 late fee will be assessed for each application and/or payment received 5-9 days before the event. *****

*****A double license fee will be assessed for each application and/or payment received 4 days or less before the event. *****

Checklist:

- List of all the Food Trucks and Food Vendors (Provide on separate sheet. Indicate if truck is Mobile or STFU)
- Parking locations for Inspectors: _____
- Provide an overall site plan of the event set-up. On the plan please indicate locations of:
 - Entrances
 - Food vendors and bars
 - Potable water (if provided)
 - Liquid waste disposal. No dumping in sewer drains, parking lots, or on grass, etc.
 - Portable restrooms
 - Garbage disposal area
- If potable water is provided, what type of backflow prevention is present: _____
- Portable restroom company: _____
Number of facilities: _____ How often will they be emptied: _____
- Will hand washing/hand sanitizer be provided at portable restrooms? Yes/No Number: _____
- Who is providing garbage disposal: _____
- Will electricity be provided? Yes/No _____

I have read and agree to the above information.

Coordinator's Signature: _____

Other general information about the event: