



# Temporary Food Facility (TFF) Concessionaire Application

RETURN TO THE EVENT COORDINATOR with applicable fees and documentation.

**Application and fees must be submitted to the event coordinator at least 14 days prior to the event.**

1. Name of Event	
Event Name:	Date(s):
Event Location:	Number of Booth(s):
Food Preparation or Set Up Start Time at Event:	

2. TFF Applicant	
Business Name:	Business Phone #:
Address:	City, Zip Code:
On-site Representative:	Cell/Alternate Phone #:
Email:	San Francisco Annual TFF Permit: Y:      N:
Vendor Type: <input type="checkbox"/> For-profit <input type="checkbox"/> Veteran Exempt <input type="checkbox"/> Non-Profit	Permit Number:

3. Commissary Agreement (Where food is prepared, stored, or purchased)	
<b>All food prepared prior to the event and cleaning and sanitizing of equipment/utensils shall be conducted and stored in a facility with a valid health permit. NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED. ALL FOOD MUST BE FROM APPROVED SOURCES.</b>	
Commissary Name or Food Facility:	Date(s) and Time(s) of Use:
Address, City, State, Zip Code:	Phone #:
<b>The Applicant submitting this application has permission to use the facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify the City and County of San Francisco, Department of Environmental Health (415-252-3971).</b>	
Name of Permit Holder or Authorized Kitchen Representative (Signature required for food preparation and food/equipment storage): Print Name: _____ Signature: _____ Date: _____	

4A. Non Pre-packaged Menu Item(s) (If needed, attach separate page to include all menu items)			
Food/Beverage Item	Prepared Off-site	Cooking Procedures	How will you hold food cold at 45°F or below or hot at 135°F or above?
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

4B. Pre-packaged Menu Item(s)			
Food/Beverage Item	Sampling?*	Food Storage Location Prior to Event?	How will you hold food cold at 45°F or below or hot at 135°F or above? N/A if shelf stable
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

\*Sneeze guard required for sampling non-prepackaged food on front table of TFF.

Sampling Procedure: \_\_\_\_\_  
 \_\_\_\_\_

**TEMPORARY EVENTS PROGRAM**

### 5. Food Operation Checklist

1. I understand I cannot prepare food/beverage at home. 2. I will provide a calibrated probe thermometer to measure the hot and cold potentially hazardous foods throughout the event. 3. I am transporting and maintaining potentially hazardous food cold at 45°F or below or hot at 135°F or above. 4. I will not sell or give away packaged or bottled water 1 liter or less.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
5. <b>HANDWASHING: I am providing a hand wash station</b> (Any booth with open food, sampling, bars or food preparation will be required to set up hand wash station.)  I will set up a Gravity Flow Handwashing Station which includes all of the below: <ul style="list-style-type: none"> <li>• <b>Insulated 5 gallon</b> Water Dispenser with hands free spigot</li> <li>• Warm water between 100°F – 108°F</li> <li>• One separate bucket or basin for the collection of waste water</li> <li>• Liquid pump soap</li> <li>• Paper towels and compost bin</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
6. I am a booth serving only pre-packaged food or beverage and am not opening the product for distribution or sampling.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. <b>UTENSIL WASHING: I am providing the following items within my booth for the sanitary cleaning of food preparation and serving utensils: (See example set up below)</b> Three (3) deep tubs (basin 6-8 inches minimum): <ul style="list-style-type: none"> <li>• Detergent &amp; Water</li> <li>• Clean Rinse Water</li> <li>• Sanitizing Solution (100ppm Chlorine solution or 200ppm Quat solution).</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. <b>BOOTH SET UP: I am protecting the <u>unpackaged food</u> and food preparation areas from insects, dust, and the public by complying with the following methods:</b> <ul style="list-style-type: none"> <li>• A booth with walls and ceiling constructed either of wood, canvas, plastic, or similar material with fine mesh fly screening.</li> <li>• A booth with cleanable flooring - concrete, asphalt, clean tarps and smooth wood are acceptable.</li> <li>• Overhead protection for food/beverage storage only and pre-packaged food or beverage sales/service.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

**I have read & understood the TFF Concessionaire Operating Requirements & Checklist attached to this form.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Hand Washing Station

### Utensil Wash Station

