FOR OFFICE USE				
Received	Paid On:	Check #:	Amount:	Receipt:
Initial:	Issue On:	_ Expires On:	Permit:	Juris: COA / TC / ILA
Walk-in Location:	Phone (512) 9	http://www.austintexas	ERVICES DIVISION n, TX 78714 I.service@austintexas.gov	REVENT. PROMOTE. PROTECT.

Temporary Food Event Application ** Submit at least 10 calendar days prior to the event date. **

Responsibilities & Acknowledgements (Initials Required)

Responsibilities

- The temporary event organizer (**not the individual booth operator**) is required to obtain all necessary Temporary Food Booth Permits for each booth at the event.
- Food booth(s) must be set-up and ready for inspection at the hours listed under the Hours of Operation for each day.
- Event organizers are responsible for verifying permitting requirements from other City of Austin Departments. Contact Austin Center for Events by phone (512)-974-400 for more information.

Application Submission

- Applicants submitting in person must submit all required fees at time of submission.
- Applicants submitting by email will be contacted by phone for a credit card payment.
- Travis County applications may only be submitted in person and can only be paid by cash or check.

Application Deadline

- Submit completed applications to the department at least 10 calendar days prior to the scheduled event.
- Applications submitted less than 10 calendar days prior to the start of the event may not be approved and will be subject to a \$227.00 expedited review fee.

Issue & Delivery

- Permits are non-transferable
- Permits must be picked up in person, at the Walk-in Location. (1520 Rutherford Ln)
- Permits are available for pick-up Monday through Friday 7:45 AM to 3:30 PM.
- Individuals/Organizations may not obtain more than six (6) events per calendar year (Max 84 event days).

Re-Issues

- Permits may be reissued by the department due to schedule changes; subject to departmental discretion.
- Reissue requests and/or cancellations must be received within 24 hours of the event date and state a valid reason for the reissuance such as a 'rain out' or emergency cancellation.

I acknowledge that completion of this application does not guarantee a permit will be issued by the department. I further acknowledge that any permit granted will be subject to the Local and State Codes under which the permit is granted.

Applicant Initials

Terms & Definitions	
Food Booth:	Any stall or partitioned stand used to present, prepare, or provide food to the general public. (<i>Typically 10 feet by 10 feet with tent and table set up.</i>)
Temporary Event:	Any organized event or celebration that serves food or provides open beverage service taking place at a location for no more than 14 consecutive days in conjunction with an organized event or celebration.
1 Booth, 1 Calendar Day, Single Event:	A single event that lasts only one day and consists of only one booth, not connected to any other event taking place at the same location or same time.

What to Submit with the Application

- 1. Temporary Food Event Application
- 2. Booth Responsible Party Identification
- 3. Individual Booth Listing
- 4. Valid Government Issued Photo ID

Submit Page 1 & Page 2 Submit 1 per food booth Submit as many sheets as necessary Submit a clear copy



AUSTIN PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES DIVISION P.O. BOX 142529 Austin, TX 78714 Phone (512) 978-0300 Email:<u>ehsd.service@austintexas.gov</u>



http://www.austintexas.gov/ehsd

Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (Not a Mailing Address)

Temporary Food Event Application

** Submit at least 10 calendar days prior to the event date. **

Event Information Note:	Incomplete applications <u>wi</u>	<u>ill not</u> be processed and will b	e returned			
Event Name:			_ Total Booths:			
Event Address:						
Street		City	State	Zip Code		
Event Dates:		Event Hours:	Set-up Hours:			
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)					
Event Organizer Pr	int full legal names as they	would appear on a Governme	ent Issued Photo ID	(s)		
Organizer Name:						
Last		First	Middle			
Are you a Charitable Feeding Organi *Additional documentation required	zation?	Organization Name:				
Mail Address:						
Street		City	State	Zip Code		
Driver's License:		Date of Birth:				
DL #	State	М	M/DD/YYYY			
Phone Number:		Email:	t be distributed. (Internal			
(###) ### - #####		Email addresses will no	t be distributed. (Internal	use oniy)		
**** Attach	a Clear Copy of a Vali	d Government Issued Pho	oto ID ****			
Fee Information:All ter	mporary event application	on fees are <u>nonrefundable</u>				
	City of Austin	Contracted Municipal (ILA)		avis County incorporated)		
Number of Days/Booths		Pricing Structure Based on Jurisdiction of Event Location				
l Booth, 1 Calendar Day, Single Event ²	\$75.00	\$75.00		N/A		
- 5 Calendar Days, 1 or More Booths	\$280.00/Booth	\$280.00/Booth	\$	\$98.00/Booth		
6 - 14 Calendar Days, 1 or More Booths	\$303.00/Booth	\$303.00/Booth	\$1	\$145.00/Booth		
Expedited Permit Less than 10 days prior to the date of event)	\$227.00/Event	\$227.00/Event		N/A		
Not limited to Bee Cave, Lakeway, Manor, Rollin Price for single event with only 1 booth for 1 cale			e location, same time.			
	City of Austin	Contracted Municipalities ¹ (I		is County corporated)		
	Social Services Contrac	t	□ Non-Pro	fit Organizations		
Fee Exemptions Reasons	□City of Austin sponsored	N/A		harter School		
Based on Jurisdiction of Event Location	□Public/Charter School					
	Charitable Feeding Orga					
Advict a	provide supporting documents	tion to be eligible for Fee Exempti	000			

DO NOT MAIL CASH PAYMENTS

Payment Forms Accepted:

City of Austin and ILA Jurisdiction: Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX

Unincorporated Travis County Jurisdiction: Cash, Check, Money Order

Make checks and money orders payable to: Austin Public Health

Payment must accompany applications submitted by mail (Environmental Health Services Division, PO BOX 142529, Austin, TX 78714) or in person at the walk-in location (1520 Rutherford LN). For customers submitting via email (<u>ehsd.service@austintexas.gov</u>), payment instructions will be emailed to you to make credit card payment over the phone for City of Austin and ILA jurisdictions.

Applicant's Signature

Print Name

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders and ordinances of Austin & Travis County, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.

NO HOME-PREPARED FOODS ALLOWED

Booth Responsible Party Identification

Each individual booth operator or responsible party is required to complete and submit the following form as part of a complete application. Please print and use additional sheets if applicable.

Booth	Responsible Party:							
Booth	Name:	ne or Name for inc	dividual booth)					
Is this	a mobile vending unit?			e mobile ven	dina unif	permitted	?	
	-		*Sı	upervisor appro	oval may b	e required		
	vending VIN number		W	ill your boot	h set up	be outside	your unit:	⊡Yes ⊡No
Туре о	f food/beverages to be se	rved (check all	that apply) Plea	se be genera	al i.e (BB	Q Meats, C	ondiments	3)
	Hot foods:							
	Colds foods:							
	Beverages:							
The foo	od will be obtained from th	ne following ap	proved sources	(check all th	at apply)	:		
	l operate from/own a perm	nitted food facilit	y (such as a resta	aurant).				
	Food Facility Name:							_
	Food Facility Address:							_
		Address			City	State	Zip	
	I will purchase food from a the food directly to the eve							
	Food Facility Name:							_
	Food Facility Address:							_
		Address			City	State	Zip	
underst at all tin Failure against	y certify that I have received tand that, as a condition of n nes. I will conform to these to do so may result in the in me in the Municipal Court o Precinct Court, or municipa ion.	ny operation at t guidelines and e nmediate suspen of the City of Aus	his event, I am re ensure that all ind nsion of my opera stin for a violation	esponsible to lividuals invol ation at this e of these guid	ensure the ved in this vent and r delines an	at these gui s operation may result i d the Code	delines are conform to n a compla of the City	e strictly adhered to these guidelines. int being filed of Austin, Travis
Signati	ure:		Printed Name:				D a	te:
Mailing	Address: Address				City			State Zip

DL #

Driver's License:

State

Date of Birth: _____ Phone Number: _

NO HOME-PREPARED FOODS ALLOWED

Individual Booth Listing Food & Beverage Booth Information

List each booth participating in the event by name and provide a list of the food and/or beverages the booth will offer to the public. Print additional copies of the 'Food & Beverage Booth Information' sheet, if necessary.

1.	Booth Name:	
	Food/Beverage: _	
2.	Booth Name:	
	Food/Beverage: _	
3.	Booth Name:	
	Food/Beverage:	
4.	Booth Name:	
	Food/Beverage:	
5.	Booth Name:	
	Food/Beverage:	
6.	Booth Name:	
	Food/Beverage:	
7.	Booth Name:	
	Food/Beverage:	
8.	Booth Name:	
	Food/Beverage: _	
9.		
10.	Booth Name:	
	Food/Beverage: _	
11.	Booth Name:	
	Food/Beverage: _	
12.	Booth Name:	
	Food/Beverage: _	
13.	5 4 1	
	Food/Beverage: _	
14.	Booth Name:	
	Food/Beverage: _	
15.	Booth Name:	
	Food/Beverage:	