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 <sup>2</sup>	\$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 <sup>1</sup> (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 <b>a</b>	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:	