



Borough of Woodland Park

5 Brophy Lane, Woodland Park, NJ 07424-2752
(973) 345-8100 Fax: (973) 945-8194

REQUIREMENTS FOR TEMPORARY EVENTS (PICNICS, FESTIVALS, PARADES, ETC.)

The following requirements must be met by all food handlers and vendors participating in a temporary event such as a picnic, festival, parade, etc.:

1. A Temporary Retail Food Establishment License is required for every participating vendor offering on-site prepared foods or prepackaged foods for sale or given away. The Temporary Retail Food Establishment License must be posted in a visible place at all times during the temporary event.
2. All participant vendors shall apply for a Temporary Retail Food Establishment License no later than 10 business days in advance of the event. Event organizers shall advise the Health Department of all participating vendors no later than 10 days in advance of the event.
3. Any participant vendor who already has an annual food license with the Borough because they own a retail food establishment in town, must also apply for a Temporary Retail Food Establishment License and shall be subject to inspection on the day(s) of the event.
4. A means of hand washing, such as commercially packaged hand wash wipes or a hand wash set up including soap, water, and paper towels must be available for all food service personnel.
5. A means of manually ware washing soiled equipment must be available. Such set up shall include clean water, detergent, sanitizing agent and collection buckets for soiled water.
6. No bare hand contact shall be made with ready to eat foods. Must use gloves, serving tongs, serving papers, or other means to handle ready to eat foods.
7. Use of gloves by food handlers is ONLY PERMITTED if gloves are continually changed and hands properly washed before and after glove changes to prevent cross contamination of foods or food contact surfaces/equipment. An ample supply of gloves must be available if gloves will be used.
8. The use, sale, or serving of home prepared foods at the event is **PROHIBITED** pursuant to State law. All preparation of foods must occur at the event or in an establishment which is presently licensed and approved by the Board of Health or other local health department.
9. The use, sale, or serving of home stored foods at the event is **PROHIBITED**. Any foods requiring storage prior to the event must be stored in an establishment which is presently licensed and approved by a Local, State or County Health Department.

10. All foods shall be stored in covered containers, or completely wrapped during transportation to the event.
11. All prepackaged foods must be commercially prepackaged with labels affixed that meet State and Federal regulation wherein labels shall list name of food, name and address of responsible firm, list of ingredients, net weight, nutritional facts if applicable, country of origin if applicable, and safe handling instructions if applicable. All labels shall be written in English per 21 CFR 101.15.
12. All raw or ready to eat potentially hazardous food requiring refrigeration must be kept at a temperature of 41° F or less. All cooked or heat treated foods held hot for service shall be kept at 135° F or hotter. Maintenance of these temperatures is necessary for food safety and wholesomeness. Ice, steam tables, or approved burners shall be used for maintenance of these requisite temperatures. Please note that the latter two devices may require approval from the Fire Department. Foods in steam tables or over burners must be stored in shallow pans having depths no greater than four inches (4").
13. Potentially hazardous foods that have been cooked, refrigerated, or frozen must be reheated rapidly to 165°F or higher prior to being placed in a steam table or burner. Steam tables, heat lamps, or hot holding burners shall not be used to reheat foods.
14. All foods (including bottled or canned items) must be elevated off of the ground a minimum of (6") six inches.
15. If portable toilets are supplied, such toilets must be kept clean, maintained to prevent overflow of wastes on the surface of the ground and placed no less than 100 feet from where food stands, mobile units or push carts are stationed.
16. Each stand where food is sold must be clean and free of insanitary conditions at all times. Ample waste receptacles must be available for proper disposal of garbage at all times. Litter must be regularly removed from grounds. Waste receptacles must be routinely serviced to prevent overflow.

For the protection of the public's health, the individual(s) running the event along with all participating food handlers or vendors must comply with the above requirements and any additional requirements imposed by the Board of Health at the time of inspection. The Passaic County Department of Health Services will conduct an inspection(s) to ensure compliance with all health regulations. Failure by any food handler or vendor to adhere to the requirements may result in issuance of summonses and/or revocation of the temporary license.

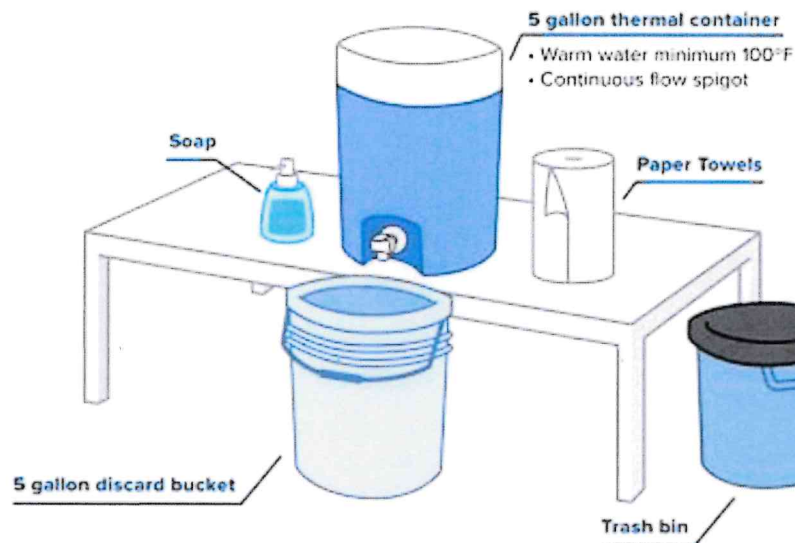
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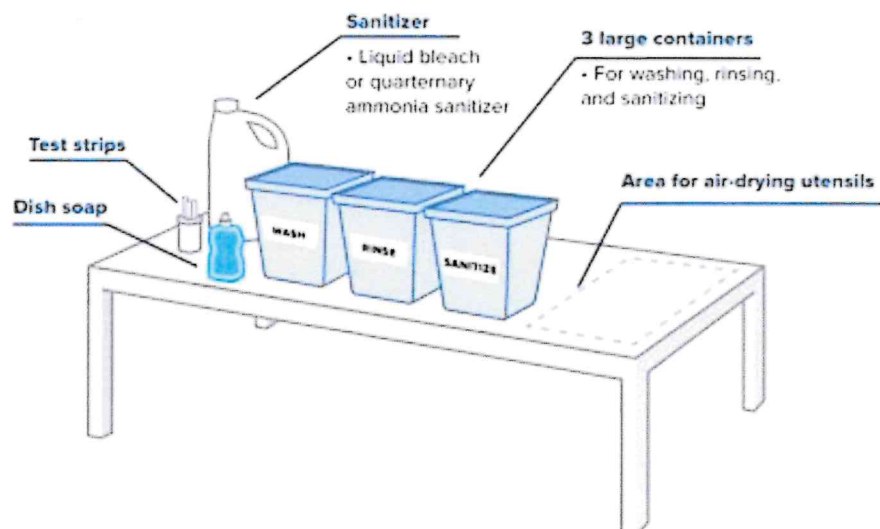


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Hand Wash Station



3-Step Ware Wash Station



BOROUGH OF WOODLAND PARK
DEPARTMENT OF HEALTH
5 Brophy Lane, Woodland Park, NJ 07424
973-345-8100 ext. 100

2023
APPLICATION FOR TEMPORARY OUTDOOR EVENT FOOD LICENSE
\$50.00

Business Name: _____

Business Address: _____

Telephone #: _____

Owner Name: _____

Owner Address: _____

Telephone #: _____

Email: _____

Sponsor of Event: _____

Location of Event: _____ ☐ Indoor ☐ Outdoor

Date of Event: _____

Type of Food(s): _____

License is required for each individual independent vendor for the location originally applied for and the specific dates indicated. This license is considered temporary and may not be used for any other location. The undersigned agrees to comply with and abide by all the ordinances, rules and regulations of the Board of Health of the Borough of Woodland Park and the laws of the State of New Jersey.

Applicant's Signature: _____ Date: _____

Issued By: _____

Date Issued: _____