

Frequently asked questions about temporary events

Q: We have a licensed retail food establishment. Can we have a cookout /tent party in the restaurant parking lot?

A: You will need to obtain a temporary license to cook, hold and serve food in the parking lot.

Q: We are going to take part in a festival / fair- what do we need to do?

A: You will first need to contact the event organizer and become part of the festival or fair.

Q: The temporary guidelines say only limited food preparation shall occur on site. What does this mean?

A: All food must come an approved source; no home-prepared foods are permitted. Only grilling, hot holding, cold holding, assembly and serving can be conducted at the event. A sandwich can be assembled or pizza can be assembled, cooked and sliced. Hot and cold holding of product is acceptable if proper guidelines are followed. All other food preparation such as chopping, mixing, thawing, making salads or egg rolls must occur in a **licensed food establishment** prior to the event. Items can be purchased pre-cut or pre-made and cooked and held at proper temperatures on site.

Q: What is a temporary hand washing station for a food vendor?

A: A **temporary hand washing station** must consist of, at least, running water, soap, paper towels, a discard bucket and trash can. If a sink is not available, a large thermos or container in which water is held for dispensing for hand washing can be used. The container must have a spout that allows the water to remain running without holding or pushing it. A container needs to be placed under the water container to catch the wastewater. **As a food vendor you must provide this set up in your stand.**



Q: We are participating in a temporary event and will have two stands. Do I need two permits?

A: If the stands are in two different locations you will need a permit for each location.

Q: I am organizing an event where I will have food vendors. Is there anything I need to do?

A: As an organizer of an event at which temporary food establishments will be operating you need to submit all vendor applications to our office **2 weeks** before the event begins.

Q: I am an event organizer and have ordered portable toilets for my event. Can hand sanitizer be used instead of renting hand-washing stations?

A: Hand sanitizer is not a substitute for hand washing. Convenient handwashing facilities should be provided for event patrons and employees. Temporary facilities should include, at minimum, water provided under pressure, a retention tank for liquid waste and an adequate supply of soap and paper towels throughout the event. The stations are rented from the portable toilet companies.