CITY OF EASTON
PENNSYLVANIA

Bureau of Health
1 South 3rd St., 3rd Floor
Easton PA 18042
610-250-6608 fax 610-250-6607
health@easton-pa.gov

SPECIAL EVENTS FORM

THIS FORM CANNOT BE USED AFTER 12/31/2014

Must be completed and submitted to the Bureau of Health at least one (1) weeks prior to the proposed event.

FOOD VENDING-License & Inspection Fees

- ☐ $40.00 – 1 day event
- ☐ $75.00 – 2-3 days event
- ☐ $150.00 – 4 or more days event

Check which is applicable:

- ☐ On Site Food Preparation
- ☐ Pre-Packaged Foods ONLY
- ☐ Both On Site and Pre-Packaged

Event Name: _____

Event Date: _____ Starting Time: _____

Event Location: _____

Vendor Name: _____

Legal Ownership: _____

Contact Person(s): _____

Address: _____

Phone #: _____ Email: _____

Sponsor(s)/Organization(s): _____

Contact Person(s): _____

Phone #: _____ Email: _____

Food Products	Site of food preparation	Site of food storage

Will there be any cooking grease, propane, charcoal or other potential fire hazards?
( ) Yes ( ) No If yes, you **MUST** provide a fire extinguisher and approval from the Fire Inspector must be granted.

_____

Terry Foulk, Fire Inspector Date

Do you anticipate serving or selling alcohol during the event? ( ) Yes ( ) No If yes, you **MUST** provide a copy of the liquor license for that event.

Event Checklist: (As Applicable)
The following items must be submitted in order for your permit to be processed:

- ☐ Special Event Application with appropriate fee
- ☐ Current Food Employee Certification
- ☐ Copy of Comprehensive Policy of Public Liability Insurance, min. of $1M, listing the City of Easton as co-insured
- ☐ Copy of current Department of Agriculture or other Agency Inspection/License
- ☐ Copy of Fictious Name registered with the State
- ☐ Menu

Certification/Hold Harmless

Vendor warrants that it is and will be at all times during said event in full compliance with all applicable laws, regulations and ordinances. Vendor, his successors, heirs, assigns, executors and administrators shall defend and hold harmless the City from claims or liability, contingent and otherwise for injury to or death of any person or persons or damage to real or personal property arising in or by reason of or in connection with the vendor's negligence, whether sole or joint and vendor shall pay all judgments, interests, costs, legal and other expenses arising out of or in connection herewith. Unless otherwise agreed in writing by the City, vendor shall furnish the City with a comprehensive policy of public liability insurance insuring the city and its agents, officers and employees against claims of liability, contingent and otherwise for injury, death, damage or by reason of or in connection with the vendor's negligence to defend against all such claims, demands, actions or legal proceedings and to pay all costs arising out of or in connection therewith. The limits of liability of such policy shall be not less than $1,000,000.00 combined single limits for bodily injury and/or property damage. Proof of worker's compensation insurance is to be furnished upon request, if applicable.

Vendor has read Certification/Hold Harmless and herein executes same and warrants that the undersigned is duly authorized to act for the vendor as set forth herein.
Please be advised the Health License will be issued upon completion of the health inspection.

_____

Signature, Titles & Date:

(Internal Use)
Amount Paid: _____ *Account #* *101-36521* *License #*_____

_____ _____
Theodore J Veresink, Health Officer *Date*

The following is most applicable to vendors preparing food onsite.

6 REASONS

You Will Be Rejected From Food Vending
At a City of Easton Special Event

1. A hand-washing station must be available at your site including antibacterial soap and individual paper towels. Towelettes, hand sanitizer and other substitutes ARE NOT to be used as a primary hand-washing step.
2. All surfaces shall be clean and sanitary during the entire event. NO EXCEPTIONS!
3. All food shall be stored in a controlled setting, maintaining product temperature throughout the day. Refrigeration temperature shall be 41º F or below. Freezer temperature shall be frozen to the touch. Hot foods shall be 135 º F or above.
4. Workers shall have the appearance of food service personnel including clean apparel, clean-shaven, hair restraints, etc.
5. All food shall be purchased from approved purveyors and shall be contained in LEAK PROOF containers. Labeling is important to designated food products. Documentation may be required so bring your receipts with you.
6. At least one worker must have a Food Employee Certification, approved by the Pennsylvania State Department of Agriculture.