



## Guidelines for Temporary Events

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**\*All Applications must be submitted 2 weeks prior to food event\***

### Off-Premise Temporary Events:

- A. Vendors are inspected and issued a temporary permit for the length of the event. The cost of County sponsored events food permit is \$50, any other food permit event is \$75.
- B. A list of all foods to be served shall accompany the application for the permit and must be approved in advance by the Health Inspector. Only those food items requiring minimum of handling, mixing or preparation (including but not limited to foods such as hot dogs or proportioned hamburgers) are allowed to be prepared inside the temporary facility. If the facility is fully equipped with sinks and hot and cold running water, preparation of other food items may be allowed as permitted by the Health Inspector. **(ONLY FOODS APPROVED BY THE HEALTH INSPECTOR/FIRE MARSHALL WILL BE ALLOWED FOR SALE AT THE EVENT. ALL OTHER FOOD ITEMS MUST BE DISCARDED OR CITATIONS MAY BE ISSUED).**
- C. Permitted Food Items:
  1. All food distributed to the public must originate from an approved / permitted source and may not be prepared or stored in a facility not permitted by the appropriate Health Inspector.
  2. Home preparation or storage is **NOT** permitted unless under guidelines of Texas Cottage Food Rules.
- E. Establishment Requirements:
  1. All stands must have suitable covering over food preparation, cooking, washing, and serving areas.  
Such cover must meet Fire Code Requirements.
- F. Food Care in Temporary Establishment:
  1. All meat, dairy and perishable food products while being stored, prepared, displayed must be kept at the following safe temperatures:
    - a. Cold foods must be maintained at 41°F or below.
    - b. Hot foods must be maintained at 135 °F or above.
    - c. Hamburger patties must be cooked to an internal temperature of 155 °F during preparation.
  2. A metal stemmed thermometer must be provided for checking food temperatures during preparation and storage.
  3. All condiments, including onions, relish, peppers, ketchup, mustard, etc. must be in individual single service packets or shall be dispensed from sanitary dispenser.
  4. All foods, food containers, utensils, napkins, straws, etc. must be stored a minimum of six (6) inches above the floor and adequately protected from splash, dust, insects, weather or other contamination.

5. When self-service ice dispensers are not provided, ice scoops are required. Handles of ice scoops must extend out of ice. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans, or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans or bottles in melted ice water.

G. Sanitation in Temporary Establishments:

1. Food handling personnel must wash hands as frequently as necessary, even though disposable gloves may be used and are recommended.
2. Portable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water may be required.
3. One empty sturdy pail or tub to collect wastewater from washing hands.
4. Disposable paper towels and hand cleaning soap or detergent.
5. The use of tobacco, eating food or drinking beverages is prohibited in food preparation and food service areas. Sitting on tables and counters is prohibited.
6. Animals are prohibited in all food establishments.

F. All mobile units within County limits of Marshall must be taken home. Mobile units may not stay on premises overnight unless under special event permit.

**\*ALL EMPLOYEES HANDLING FOOD MUST HAVE A FOOD HANDLER CARD OR CERTIFICATE ON SITE PER COUNTY ORDINANCE SEC. 13A-87K**

Harrison County Sheriff's Office  
Fire Marshal – Consumer Health  
2005 Warren Dr  
Marshall, TX 75672  
903-935-4870



## Temp Food Permit Application

*Application must be submitted at least 2 weeks prior event*

### Applicant/Business Information

Applicant/Business Name: \_\_\_\_\_

Event: \_\_\_\_\_ Date(s) \_\_\_\_\_ Time of Food Set Up: \_\_\_\_\_

Event Address: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Type of Business:

- ☐ Mobile Unit  
☐ Catering

- ☐ Concession Stand/Vendor  
☐ Seasonal

List of proposed food items to be served:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Restaurant/Store/Source Food will come from:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the information provided above is true and accurate. No one may operate a Temporary Food Service Establishment without a valid permit issued for the date(s) of the event. The Temporary Food Service Permit must be conspicuously posted in view of the public. Failure to comply with requirements of the Harrison County Health Code may result in the filing of charges in court and/or suspension of your Temporary Event Permit. **FOOD NOT APPROVED MAY NOT BE SERVED – NO HOME PREPARATION OR STORAGE IS ALLOWED FOR TEMPORARY EVENTS THAT ARE PERMITTED BY THE ENVIRONMENTAL HEALTH DEPARTMENT.**

Health Inspector \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Health Inspector \_\_\_\_\_ Date \_\_\_\_\_

Temp Permit # \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_

Payment Type

- ☐ Check/Money order  
☐ Cash  
☐ Credit Card  
☐ Online Payment

Received by \_\_\_\_\_ Date \_\_\_\_\_

Permit Fees:

- ☐ County Sponsor **\$ 50.00**  
☐ Per Event/Vendor **\$ 75.00**  
☐ Seasonal **\$100.00**  
☐ Non-Profit\* **No Fee**

\*Non-Profit must submit 501(C)(3)