



# FARMERS MARKET FOOD VENDOR APPLICATION TO OPERATE AS A FOOD VENDOR

**NOTE: THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND RETURNED TO THIS OFFICE AT LEAST FIVE (5) WORKING DAYS PRIOR TO PLANNED START DATE.** Incomplete applications may not be accepted. Submittal of an application for a permit to operate does not guarantee that a permit will be approved. Permit approval is based upon compliance with state and local health ordinances, along with other applicable departmental requirements. In the event of denial, the permit fee will be refunded. Contact our office at 830-221-4070 for details regarding permit application procedures. Permits are valid for at least one year.

Please complete and submit the first two pages (1 & 2) of this application, along with any pertinent documentation and the permit fee. Please keep the attached guidelines for your information. Fees must be made payable to: CITY OF NEW BRAUNFELS

**PERMIT FEE: \$100.00**

Potential Market(s) to Attend: \_\_\_\_\_  
Address of Market(s): \_\_\_\_\_  
Hour(s) of Operation: \_\_\_\_\_  
Day(s) of Operation: \_\_\_\_\_  
Market(s) Sponsor/Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**VENDOR RESPONSIBLE FOR CONCESSION OPERATIONS:**

Booth or Vendor Name: \_\_\_\_\_  
Operator Name: \_\_\_\_\_  
Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver's License Number/State: \_\_\_\_\_  
Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*All of the information contained in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges that the permit applied for shall be subject to all provisions of the codes and statutes and all rules adopted under the codes and statutes of the State of Texas governing food service operations. Applicant attest to have read associated information in this application which details responsibilities and requirements for the concession operation and agrees to comply with requirements acknowledging that failure to comply may result in immediate cessation of operations.*

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_  
**Date**

*Office use only*

**(Expiration – One Year After Approval)**

Date Paid: \_\_\_\_\_ Approved by: \_\_\_\_\_ Cash/Credit/Check #: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Permit # \_\_\_\_\_ Exempt  YES  NO  
Food items to be offered: \_\_\_\_\_

**COMPLETE ALL SECTIONS BELOW**

**FOOD TO BE SOLD / SAMPLED:**  
(Only listed food and drinks will be allowed)

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**SUPPLIER / MANUFACTURER:**  
Example (HEB, Walmart, Sam's, Costco...)

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**If applicable provide a copy of your:**

- **Manufactured Food License from DSHS**
- **Grant of Inspection from DSHS Meat Safety Assurance Division for the sale of meat/poultry items**
- **Commissary/Retail Food License**
- **Texas Department of State Health Services Certified Food Handlers Card**

**Describe in detail, method of service & production:**

Example; All meat items are "smoked" only heat & serve is required. Example; potatoes will be washed & spiral cut on-site; all condiments for hamburgers will be prepared on-site. Example; all hotdog condiments will be offered from "squeeze dispensers" or will be individually packaged portions.

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**Provide a detailed summary of your booth operation.**

Use space below to draw a site plan showing the location of your booth, cooking operations, hand washing & sink locations, and any accessory equipment. Note: service area must be covered (tent), tables must be skirted to the ground, flooring is required, screening on 3-sides is required for any extensive on-site preparation, etc. see pages 3 & 4.

# FARMERS MARKET FOOD VENDOR REQUIREMENTS

## FOR INDIVIDUAL BOOTH COORDINATORS / VENDORS

The following requirements are based upon the Texas Food Establishment Rules. The event organizer and the individual concession operator are responsible for adhering to these requirements at all times.

### Critical operational requirements:

**Failure to comply with the following rules will result in immediate closure. Closure will be in effect until all items are corrected.**

1. Keep potentially hazardous foods below 41° F or above 150° F. All foods shall be initially cooked/heated above their minimum cooking temperatures. A temperature above 175° F. for most hot foods should be sufficient.
2. Leftover food shall not be reused. During multiple day celebrations, each concession shall begin with new, fresh product.
3. Hand washing station required. A water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. Following handwashing, gloves shall be used when handling foods.
4. Provide utensil washing if food preparation involves utensils. Provide 3 basins if no permanent facilities are on site. First basin is for washing and has detergent wash water only. The center basin is for rinsing and has only clean water (replaced as needed). The last basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine (1½ teaspoons bleach per gallon of clean water). Dry utensils in the air, or with paper towels only. Remember proper sequence: WASH, RINSE, SANITIZE.
5. Utilize fuel or electricity for hot holding units. Insulated containers with no active source of heat are unacceptable. **Sterno is not permitted for outdoor events.** Electric roasters or crock-pots shall be employed. All electrical connections shall be through outdoor rated equipment and shall be circuit breaker protected.
6. Mechanical refrigeration will be required for multiple day events. Small amounts of food may be held within ice chest, which are constantly draining. Mechanical refrigeration shall be employed for bulk storage.

### Operational requirements:

1. Monitor food temperatures with a metal stem-type thermometer. Thermometers should have a range of 0 - 220° F. Thermometers should be cleaned and sanitized between uses.
2. Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of smooth and easily cleanable materials. Clean and sanitize these items frequently during the event.
3. Use a set of utensils and surfaces to prepare raw or partially cooked foods, which are separate from the utensils and surfaces used to prepare fully cooked foods.
4. Test sanitizing solutions with chlorine test papers. Sanitizing solution must be kept between 50-100ppm chlorine. Test papers can be found at restaurant supply houses.
5. Use spray bottles or sanitizing solution buckets with paper towels to frequently wipe counters and spot clean equipment.
6. Store ice for drinks or consumption in their original bag in an ice chest during service. Ice bags shall be punctured underneath to allow drainage and slit on the top to allow dispensing. Consumers shall not dispense their own ice for drinks. Ice shall be dispensed with scoops with handles. Nothing other than the scoop shall be stored in drink ice.
7. Protect all food, utensils and paper goods from exposure to dirt, dust, and insects. These items must be kept covered or wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed. **Keep all food and food packages off floor of food booth.**
8. Provide only condiments that are individually packaged or dispensed from an *approved* covered container. Foil, plastic wrap, etc. do not provide adequate protection for bowl type dispensers. Use pump-type condiment dispensers.

**Structural requirements/operations:**

1. Collect drainage from ice bins, ice chest, beverage dispensers, handwashing, utensil washing, and similar equipment in buckets or pans for disposal in an approved location.
2. Provide covered garbage containers with plastic liners.
3. Provide floor covering if your booth is not set up on asphalt or concrete. Flooring must be present in cooking, serving, food preparation, and utensil washing area. Approved floor coverings are concrete, asphalt, plywood, linoleum, or a surface approved in advance by the Health Authority.
4. Provide overhead covering above food preparation, cooking, serving, and utensil washing areas.
5. Service tables must be skirted to the ground, if supplies are stored beneath.
6. Restrict public access to sides and rear of food booth, and no food production or dispensing shall occur at front of food booth.
7. Each concession must have an approved fire extinguisher.
8. Electric fans may be used for fly control if necessary.
9. A minimum of 10' separation between heat producing sources and combustibles is required. All pits or other approved heat sources must be restricted from public access. No open-faced grills or pits are permitted.
10. **The cooking of foods using a flat grill, fryer, char grill, or other device inside a truck or trailer may require a vent a hood and/or fire suppression system. Please contact the New Braunfels Fire Marshall's Office at 830-221-4200 for questions on this matter.**

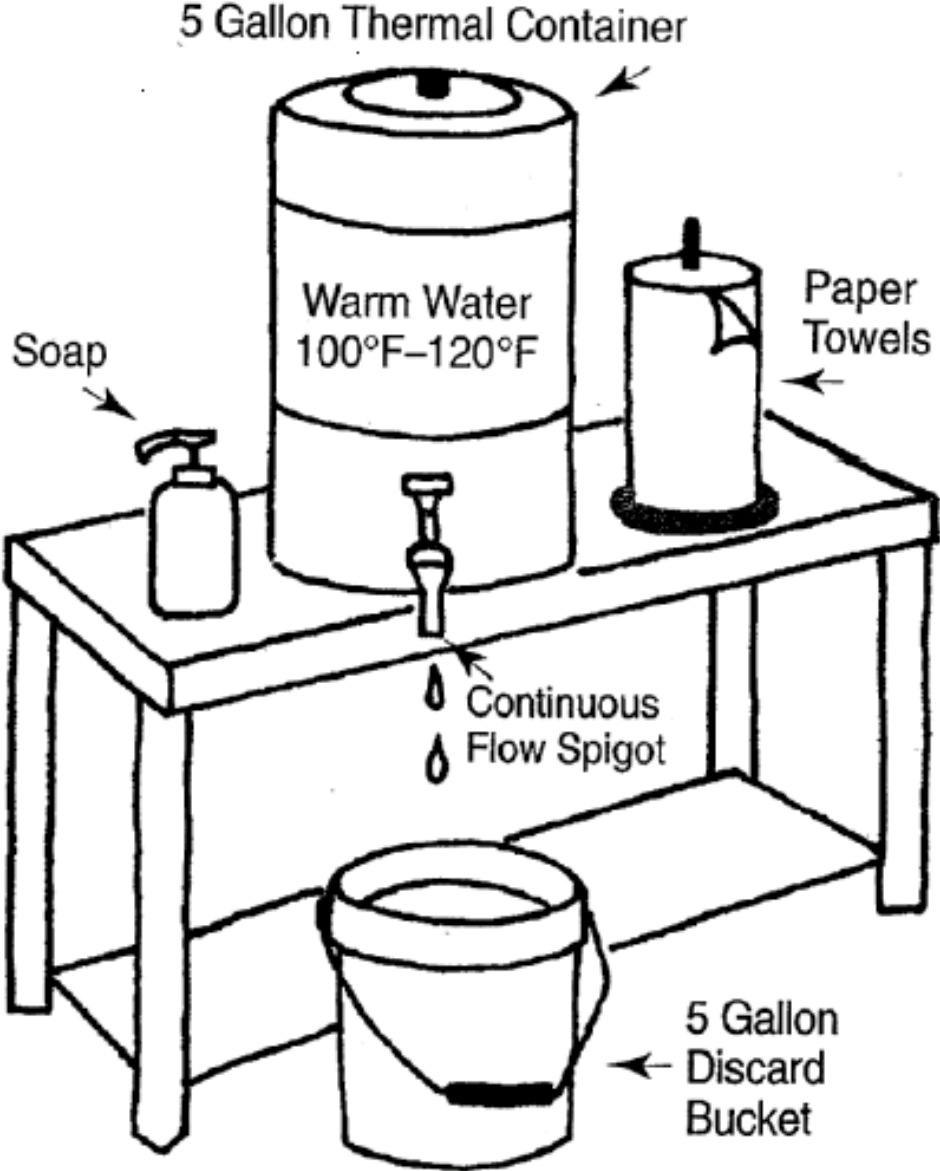
**FOOD PREPARED OUTSIDE THE FOLLOWING PARAMETERS MAY BE DETAINED/OR DISCARDED.**

1. **ONLY PREVIOUSLY APPROVED PRODUCT WILL BE ALLOWED.**
2. **UNAPPROVED FOODS AND/OR UNCONFIRMED FOOD SOURCE PRODUCT SHALL BE DESTROYED/EMBARGOED**
3. **"HOME" PREPARATION OF ANY PRODUCT IS PROHIBITED.**

**APPLICATIONS MAY BE FAXED, MAILED, EMAILED, OR DROPPED OFF AT CITY HALL.**

**PAYMENT FOR PERMIT CAN BE PAID WHEN PERMIT IS PICKED UP, OR CAN BE MADE OVER THE PHONE.**

# TEMPORARY FOOD ESTABLISHMENT HAND WASHING STATION



**The container holding the water must have a spigot valve that allows continuous free flowing of water to properly wash your hands.**

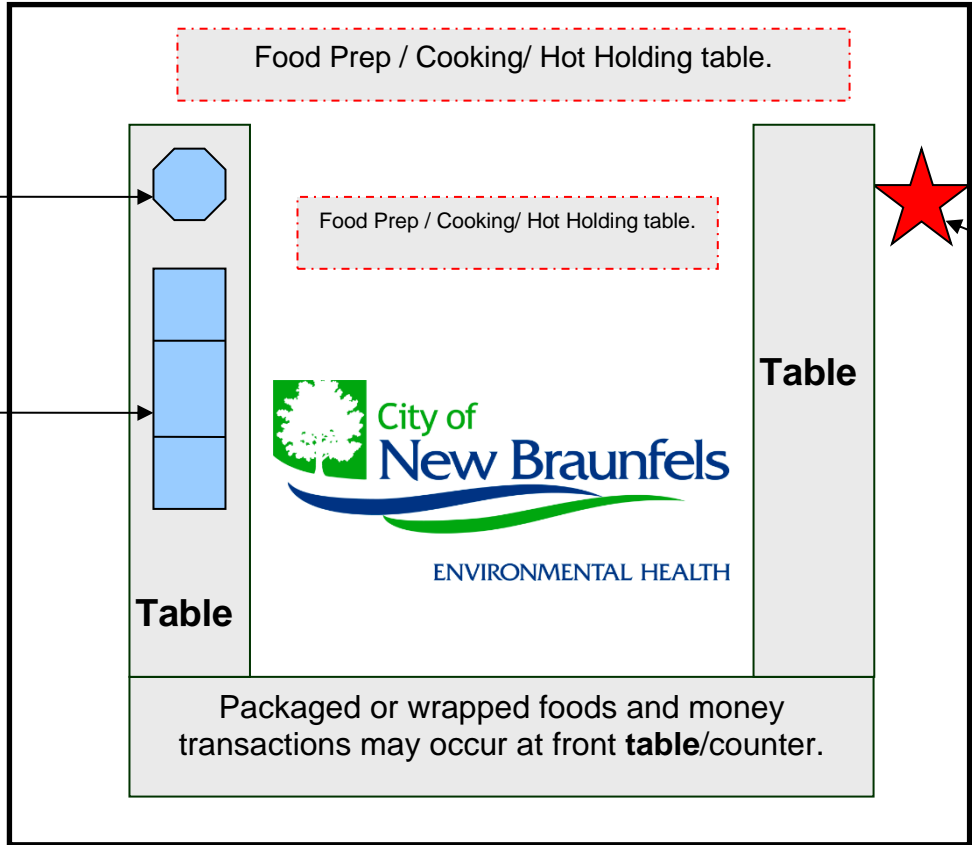
The valves that are on most water jugs are not allowed. (No push Buttons)

BBQ pit area shall be restricted from public access. A minimum 10' foot setback shall be maintained from all combustibles including the booth. No open flame grills permitted, and no sterno is allowed.



**Required Hand washing Station**  
(Location Optional)

**Required 3 compartment sink, or 3 wash basins** for washing food contact equipment on site. Wash, Rinse, Sanitize.



**Fire Extinguisher**  
(Location Optional)

**Over head cover and table skirting with restriction of access to public is required.** Groundcover must be concrete, asphalt, wood, or other Dept approved ground cover.

**FRONT OF BOOTH:  
NO FOOD PRODUCTION IS ALLOWED.**

# Sample Booth Layout