Temporary Food Event Application

**Submit at least 10 calendar days prior to the event date.**

Responsibilities & Acknowledgements *(Initials Required)*

**Responsibilities**

- The temporary event organizer *(not the individual booth operator)* is required to obtain all necessary Temporary Food Booth Permits for each booth at the event.
- Food booth(s) must be set-up and ready for inspection at the hours listed under the Hours of Operation for each day.

**Application Submission**

- Applicants submitting in person must pay at time of submission.
- Applicants submitting by email will be contacted by phone for a credit card payment.
- **Travis County applications may only be submitted in person and can only be paid by cash or check.**

**Application Deadline**

- Submit completed applications to the department at least 10 calendar days prior to the scheduled event.
- Applications submitted less than 10 calendar days prior to the start of the event may not be approved and will be subject to a $100.00 expedited review fee.

**Issue & Delivery**

- Permits are non-transferable
- Permits must be picked up in person, at the Walk-in Location, (1520 Rutherford Ln)
- Permits are available for pick-up Monday through Friday 7:45 AM to 3:30 PM.
- Individuals/Organizations may not obtain more than six (6) events per calendar year (Max 84 event days).

**Re-Issues**

- Permits may be reissued by the department due to schedule changes; subject to departmental discretion.
- Reissue requests and/or cancellations must be received within 24 hours of the event date and state a valid reason for the reissuance such as a ‘rain out’ or emergency cancellation.

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**Terms & Definitions**

**Food Booth:** Any stall or partitioned stand used to present, prepare, or provide food to the general public. *(Typically 10 feet by 10 feet with tent and table set up.)*

**Temporary Event:** Any organized event or celebration that serves food or provides open beverage service taking place at a location for no more than 14 consecutive days in conjunction with an organized event or celebration.

**1 Booth, 1 Calendar Day, Single Event:** A single event that lasts only one day and consists of only one booth, not connected to any other event taking place at the same location or same time.

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**What to Submit with the Application**

1. Temporary Food Event ApplicationSubmit Page 1 & Page 2
2. Booth Responsible Party IdentificationSubmit 1 per food booth
3. Individual Booth ListingSubmit as many sheets as necessary
4. Valid Government Issued Photo IDSubmit a clear copy
Temporary Food Event Application

Note: Incomplete applications will not be processed and will be returned.

Event Information

Event Name: ______________________________________
Total Booths: _________
Event Address:

Street
City
State
Zip Code
Event Dates:

Start Date (MM/DD/YYYY)   End Date (MM/DD/YYYY)
Hours of Operation:

Event Organizer

Organizer Name: ______________________________________

Last
First
Middle
Mail Address:

Street
City
State
Zip Code
Driver’s License: _______________________________   Date of Birth: _______________________________

DL #
State
MM/DD/YYYY
Phone Number: _______________________________

(###) ### - ####
Email: ___________________________________

Email addresses will not be distributed. (Internal use only)

**** Attach a Clear Copy of a Valid Government Issued Photo ID ****

Fee Information:

All temporary event application fees are nonrefundable.

<table>
<thead>
<tr>
<th>Number of Days/Booths</th>
<th>City of Austin</th>
<th>Contracted Municipalities¹ (ILA)</th>
<th>Travis County (Unincorporated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Booth, 1 Calendar Day, Single Event²</td>
<td>$57.00</td>
<td>$57.00</td>
<td>N/A</td>
</tr>
<tr>
<td>1 - 5 Calendar Days, 1 or More Booths</td>
<td>$114.00/Booth</td>
<td>$114.00/Booth</td>
<td>$98.00/Booth</td>
</tr>
<tr>
<td>6 - 14 Calendar Days, 1 or More Booths</td>
<td>$172.00/Booth</td>
<td>$172.00/Booth</td>
<td>$145.00/Booth</td>
</tr>
<tr>
<td>Expedited Permit (Less than 10 days prior to the date of event)</td>
<td>$100.00/Event</td>
<td>$100.00/Event</td>
<td>N/A</td>
</tr>
</tbody>
</table>

¹Not limited to Bee Cave, Lakeway, Manor, Rollingwood, Sunset Valley, Volente, Westlake Hills
²Price for single event with only 1 booth for 1 calendar day, not connected to any other event taking place at the same location, same time.

Fee Exemptions Reasons

Based on Jurisdiction of Event Location

☐ Social Services Contract
☐ City of Austin sponsored
☐ Public/Charter School
☐ Non-Profit Organizations
☐ Public/Charter School

Must provide supporting documentation to be eligible for Fee Exemptions.

DO NOT MAIL CASH PAYMENTS

Payment Forms Accepted: Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX

Make checks and money orders payable to: Austin Public Health

Credit cards not accepted for Travis County payments.

Payment must accompany applications submitted by mail (Environmental Health Services Division, PO BOX 142529, Austin, TX 78714) or in person at the walk-in location (1520 Rutherford LN). For customers submitting via email (ehsd.service@austintexas.gov) please note that an EHSD representative will contact you by phone to collect a credit card payment.
Booth Responsible Party Identification

Each individual booth operator or responsible party is required to complete and submit the following form as part of a complete application. Please print and use additional sheets if applicable.

Booth Responsible Party: __________________________________________________________________________

Booth Name: ______________________________________________________________________________________
(Ex. Business Name or Name for individual booth)

Is this a mobile vending unit?  □ Yes  □ No  Where is the mobile vending unit permitted? ______________________

*Supervisor approval may be required

Type of food/beverages to be served (check all that apply):

□ Hot foods: ______________________________________ ___________________________________________

□ Colds foods: _____________________________________ ___________________________________________

□ Beverages: ______________________________________ ___________________________________________

The food will be obtained from the following approved sources (check all that apply):

□ I operate from/own a permitted food facility (such as a restaurant).

Food Facility Name: ________________________________________________

Food Facility Address: ______________________________________________
Address     City    State       Zip

□ I will purchase food from a permitted food facility (such as a grocery store or restaurant) on the day of the event and bring
the food directly to the event. I will maintain my receipts from the purchase on-site at the event for verification.

Food Facility Name: ________________________________________________

Food Facility Address: ______________________________________________
Address     City    State       Zip

I hereby certify that I have received the guidelines for temporary food service requirements provided by the Austin Public Health. I understand that, as a condition of my operation at this event, I am responsible to insure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and insure that all individuals involved in this operation conform to these guidelines. Failure to do so may result in the immediate suspension of my operation at this event and may result in a complaint being filed against me in the Municipal Court of the City of Austin for a violation of these guidelines and the Code of the City of Austin or in Travis County Precinct Court. I understand that such a complaint may result in a fine of up to $2,000 on conviction.

Signature: ___________________  Printed Name: _________________________  Date: ______________

Mailing Address: __________________________________________________________
Address                                        City                         State       Zip

Driver’s License: ________________________  Date of Birth: _______________  Phone Number: ________________
DL #   State
Individual Booth Listing
Food & Beverage Booth Information

List each booth participating in the event by name and provide a list of the food and/or beverages the booth will offer to the public. Print additional copies of the ‘Food & Beverage Booth Information’ sheet, if necessary.

1. Booth Name:  
   Food/Beverage:  

2. Booth Name:  
   Food/Beverage:  

3. Booth Name:  
   Food/Beverage:  

4. Booth Name:  
   Food/Beverage:  

5. Booth Name:  
   Food/Beverage:  

6. Booth Name:  
   Food/Beverage:  

7. Booth Name:  
   Food/Beverage:  

8. Booth Name:  
   Food/Beverage:  

9. Booth Name:  
   Food/Beverage:  

10. Booth Name:  
    Food/Beverage:  

11. Booth Name:  
    Food/Beverage:  

12. Booth Name:  
    Food/Beverage:  

13. Booth Name:  
    Food/Beverage:  

14. Booth Name:  
    Food/Beverage:  

15. Booth Name:  
    Food/Beverage:  

www.SurveyMonkey.com/s/EHSDSurvey