



TEMPORARY EVENT GUIDELINES

- * **Coordinated Event** More than Three (3) Vendors at an Event
(Coordinator Application and Meeting Required)
- * **Single Event** Three (3) or less Vendors at an Event

All vendors must possess either:

1. A current Montana Retail Food License (Mobile or Catering Endorsement).
2. Temporary Event Food Service Permit.

- All vendors (except those who meet #) must complete a BSBHD Temporary Food Service Vendor application.
- Return application to the Butte-Silver Bow Health Department (BSBHD) at least **fourteen (14) days** to the event for review and approval.

A Temporary Food Service Establishment is defined as a Food Service Establishment that operates at a fixed location for period of time of not more than fourteen (14) consecutive days in conjunction with a single event or celebration [ARM 37.110.203(76)].

All vendors must operate from an approved commissary conveniently located to the event unless using a “**self contained, fully equipment mobile unit**”. Vendors must report to the commissary at least daily for servicing operations. An approved Commissary Form must accompany the event application. A Commissary Form may be obtained from BSBHD.

A **Self-Inspection Form** must be filled out on site. **Return the self-inspection Report to the Butte-Silver Bow Health Department, Environmental Health Services, 25 West Front Street, Butte, Montana 59701 within 7 business days after the event.**

FOOD:

- Must be prepared in a Licensed Kitchen approved by BSBHD.
- Preparation on-site, other than simple assembly and cooking, is not permitted.
- All food must be pre-cut, prepared, and ready for cooking when delivered to the event site.
- All produce items must be washed at a Licensed Kitchen with a food prep sink or be received pre-washed (i.e.: lemons for lemonade; potatoes for fries; etc.).
- Items such as turkey legs, chicken breast and chicken patties should be purchased pre-cooked.

UTENSILS AND EQUIPMENT:

- Must be washed, rinsed, and sanitized daily in a 3-compartment sink at a Licensed Kitchen.
- Extra serving utensils must be provided so soiled utensils can be changed every four (4) hours.
- NO on-site washing in tubs/basins unless approved by BSBHD.
- Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food. Direct hand contact of foods must be minimized. The use of clean Food Handler's gloves is recommended, but they do not replace the need for hand washing.

TORAGE:

- Only approved smooth, easily cleanable, non-absorbent ice coolers with drainage or approved Food-Grade Containers may be used for the storage of food, ice, or drinks (NO Styrofoam allowed).
- Foods, utensils, equipments, and single-use items must be protected from dust, dirt, insects, and customers while being stored, used, and/or served.
- All food products, food equipment, and utensils must be stored at least 6" above the ground.
- Paper products may be stored in original protective sleeves 6" above the ground.
- All foods, utensils, equipment, and paper goods must be transported in clean, covered containers to protect them from contamination.

HANDWASHING:

- Hands must be washed in accordance with the Administrative Rules of Montana Title 37, Chapter 110, Subchapter 2 [37.110.210(4)].
- Temporary hand-washing facilities must include:
 - Warm potable water from a free flowing source (i.e.: Igloo cooler with spigot);
 - Soap;
 - Wastewater catch basin; and
 - Single service towels.
- Eating, drinking, and smoking is prohibited within the food booth. Hands must be washed upon return to work.

SANITIZING:

- A Sanitizing Bucket must be in the booth at all times and must include:
 - ✓ Clean, warm water with a residual of 100 ppm chlorine or 200 ppm quaternary ammonium;
 - ✓ Wiping cloths; and
 - ✓ Approved sanitizer and test strips must be provided.

WATER:

- Must be a public water supply.
- A clean and sanitized food grade hose must be used when connecting to an approved potable water supply (drinkable).

WASTE:

- Solid wastes such as food debris or waste paper must be collected and later disposed of at a dumpster provided for Vendors at the Event Site. A clean trash receptacle with lid must be provided in the Food Booth.
- Liquid waste must be stored in a properly sized retention tank and disposed in an approved Wastewater Disposal System.