



Portage County Health and Human Services
Division of Public Health - Environmental Health
817 Whiting Avenue
Stevens Point, WI 54481
715-345-5350

FOR OFFICE USE ONLY	
MUNIS #	FEE AMOUNT

PORTAGE COUNTY 2020-2021

TEMPORARY FOOD EVENT LICENSE APPLICATION

Please submit the completed application and inspection or license fee in the form of check or money order **payable to Portage County** at the above address. Application should be submitted to the department at least seven days before the event.

Activity Type	License or Inspection Fee
License fee for TEMPORARY RESTAURANT serving meals at multiple or single event(s)	\$123.00
License fee for selling all other foods that are not temporary restaurants (retail food)	\$123.00
Inspection fee for operators that have a valid, state/other county issued license	\$45.00

TEMPORARY RESTAURANT: means serving meals to the public, which generally includes a liquid food item and a solid food item. Contact Portage County Public Health at (715) 345-5350 for questions regarding fees. A temporary restaurant includes, but is not limited to, serving sandwiches and hot soup. However, a temporary restaurant does not include retail food establishments that sell only soft drinks, ice cream, milk, milk drinks, ices and confections. In addition, a temporary restaurant does not include selling food by weight, count or piece in individual packages that require additional preparation for consumption at another location.

Establishment Name	
Establishment Street Address, City, State & Zip Code	Establishment Telephone
Legal Licensee (such as name of sole proprietor or partnership, or LLC, LLP, Inc.)	
Licensee Street Address, City, State & Zip Code	Legal Licensee Telephone
Event Name and Location	Dates of Event

I, the applicant, understand the:

- License may be suspended or revoked, if serious conditions exist
- Public health inspector may alter or exclude menu items depending on the nature and location of the event

APPLICANT SIGNATURE

DATE SIGNED

PLEASE COMPLETE REVERSE SIDE OF APPLICATION

1. List each food item in the space below:

Food Item	Preparation Procedures (Check all that apply)													Location of Where Food is Prepared <i>(If other than event site, provide establishment name and address)</i>		
	Cook	Fry	Grill	Bake	Reheat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assemble	Bread		Other	
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2. List name and address of **food supplier(s)** / Source of food to be served (i.e. Joe's Grocery Store in Plover, Wis.):

3. Describe **how food will be transported** to the event (i.e. on ice, in cooler, in car during 15-minute drive):

4. **Identify all equipment:** include handwashing, dishwashing, ranges, grills, hot food holding facilities, refrigerators, worktables, food/single-service storage, etc.

5. Describe **how area will be screened** to prevent contamination from flies and other insects:

6. Describe source and storage of water; storage and disposal of wastewater; and storage and disposal of garbage:

Water source: _____

Water storage: _____

Wastewater disposal: _____

Garbage disposal location: _____