



# County of Bernalillo

State of New Mexico  
111 Union Square SE Suite 300  
Albuquerque, NM 87102  
PHONE -314-0310  
FAX - 314-0470

## SPECIAL EVENT APPLICATION FOR PERMIT TO OPERATE A FOOD CONCESSION

**FOOD SERVICE TRAINING WILL BE OFFERED TWO WEEKS PRIOR TO  
THE EVENT. PERMIT WILL BE ISSUED AFTER COMPLETION OF INITIAL  
INSPECTION**

Profit \_\_\_\_\_ Nonprofit \_\_\_\_\_

1. EVENT \_\_\_\_\_

2. LOCATION OF EVENT \_\_\_\_\_

3. DATES OF EVENT \_\_\_\_\_ TIME OF BOOTH SETUP \_\_\_\_\_

REQUESTED TIME OF INSPECTION \_\_\_\_\_

4. NAME OF CONCESSION OR BOOTH \_\_\_\_\_

5. APPLICANTS NAME \_\_\_\_\_ PHONE/FAX \_\_\_\_\_

6. APPLICANTS ADDRESS \_\_\_\_\_

Name of food facility for offsite preparation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

7. If **POTENTIALLY HAZARDOUS FOOD IS TRANSPORTED** to the event:

- What is the length of **time in transport**? \_\_\_\_\_
- How is the food to be kept? **Hot or cold** \_\_\_\_\_

**8. HAND WASHING FACILITIES:**

- Plumbed sink \_\_\_ or gravity flow container\_\_\_
- At a minimum, a booth must provide: a container of potable water with a free flowing spigot to leave hands free for washing, a bucket for wastewater, soap, and single use paper towels.

9. Where will utensils be cleaned and sanitized? \_\_\_\_\_

**10. LIST ALL FOODS TO BE SERVED**

Include how you plan to keep **Potentially Hazardous Food** hot or cold

<b>FOOD ITEM</b>	<b>OFF SITE PREP YES OR NO</b>	<b>COOKING PROCEDURES</b> (e.g. deep fry, grill, bake)	<b>FOOD TEMPERATURE HOLDING METHOD</b>
Example: Chile Beans	No	Cooked on stove in booth	Steam table

**NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED**

I have read/understand and will comply with, the Temporary Food Facility requirements.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOOD HANDLERS IN YOUR BOOTH**

**DATE OF FOOD TRAINING**
