



APPLICATION FOR A

**SPECIAL EVENT  
TEMPORARY VENDOR**

(please include a site plan of location with permit)

Building Inspections Dept.  
4301 City Point Dr  
N Richland Hills, TX 76180  
Office (817) 427-6300  
Email: [nrhpi@nrhtx.com](mailto:nrhpi@nrhtx.com)  
(for questions)

**PART 1. LOCATION INFORMATION**

Place of Sales / event:

Street Address of sales / event:

Contact Person at place of sales / event:

Telephone number:

**PART 2. TYPE OF PERMIT REQUESTED (Check appropriate boxes and fill in appropriate information in blank spaces.)**

OUTDOOR SALES

\*\*CARNIVAL / CIRCUS

\*\*SPECIAL EVENT (COMMERCIAL ONLY)

\*\*FUND RAISING EVENT

**\*\*ACTUAL EVENTS ARE LIMITED TO (3) THREE CONSECUTIVE DAYS IN ONE 180 DAY PERIOD.  
HOURS OF OPERATION LIMITED TO 8AM - 11PM SUNDAY - FRIDAY, SATURDAY 8AM - 12AM.**

\_\_\_\_\_ with commercial vendors

\_\_\_\_\_ without commercial vendors

**Date of Sale / Event:**

From: \_\_\_\_\_ to \_\_\_\_\_

Dates of set up \_\_\_\_\_, removal \_\_\_\_\_

Will food be sold? Yes \_\_\_ No \_\_\_ Will food be served? Yes \_\_\_ No \_\_\_

Will food be catered? Yes \_\_\_ No \_\_\_ Name of caterer \_\_\_\_\_

**(If yes, then a separate Health Dept. permit may be required.)**

Will a tent be erected? Yes \_\_\_\_\_ No \_\_\_\_\_

What size of tent \_\_\_\_\_ How Many \_\_\_\_\_

**(If yes, then a separate permit is required)**

Fire Dept. approval is a requirement for tents over 400 Sq. Ft.

Will food trucks be on site? Yes \_\_\_ No \_\_\_

**(If yes, then a separate permit is required.)**

**Please list names** \_\_\_\_\_

**PART 3. APPLICANT INFORMATION**

Name of Applicant:

Name of business:

Applicant's address:

Name of sponsoring organization:

Applicant's City / State / Zip:

Address of sponsoring organization:

Applicant's telephone number:

Applicant's Driver's License -  
COPY REQUIRED

Telephone number of sponsoring organization:

I hereby certify that the foregoing information is correct to the best of my knowledge and that said sales or event will be performed in accordance with the information contained herein, and in compliance with the zoning regulations of the City of North Richland Hills and any other applicable ordinances.

Your Name (Printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**PART 4. FOR OFFICE USE ONLY**

Special event criteria:

Verify minimum site requirements in zoning regulations for special events: \_\_\_\_\_ Permit # \_\_\_\_\_ 0000 \_\_\_\_\_

Permit Approved:  
Yes  No

Reviewed by:

Notified Contact Person:  
Date:

Comments:

Vendor Permit Fee: \_\_\_\_\_

Sale Permit Fee: \_\_\_\_\_

Tent Permit Fee: \_\_\_\_\_

Sign Permit Fee: \_\_\_\_\_

**Total Fees:** \_\_\_\_\_

# City of North Richland Hills Special Event application

Please answer all questions that apply. If the question does not apply, please put N/A. Along with your application you will be required to provide a site map of the area (Birdseye view/ survey). Your map must have the details of your lay out example: bathrooms location, tents, food, and parking.

Event Name: \_\_\_\_\_

Event address \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Staff and volunteers: \_\_\_\_\_

Do you have a onsite command post? \_\_\_\_\_, if so, mark it on the map.

Do you have a lead contact that will be on site? \_\_\_\_\_.

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Will a off duty police officer be required? \_\_\_\_\_ How Many? \_\_\_\_\_

Will you need barricades? \_\_\_\_\_ Show Barricade location on map

Do you plan to have animals? \_\_\_\_\_ What kind? \_\_\_\_\_

\_\_\_\_\_

If you plan on having animals please contact Animal Services at 817 427-6570

Are you selling food? \_\_\_\_\_ Will food be prepared at the location? \_\_\_\_\_

Will food be catered or a food truck used? If so, please contact the Health department at 817 427-6650. Any kind of food served at the event please contact the health department to ask about permits at 817 427- 6650.

If grilling at the event, will you have a barrier in place? \_\_\_\_\_.

Will there be any firearms or bow and arrows used on site? \_\_\_\_\_ .If so, show on map with barriers in place.



2021 TEMPORARY FOOD SERVICE EVENT PERMIT APPLICATION

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Operation: From \_\_\_\_\_ to \_\_\_\_\_

Location of Event (Address): \_\_\_\_\_

Time of Inspection (at least 30 minutes prior to projected time of food service): \_\_\_\_\_\*

\*ALL REQUIREMENTS ON EVENT CHECKLIST MUST BE MET PRIOR TO THE TIME OF INSPECTION.\*

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Responsible Person CELL Phone: \_\_\_\_\_

APPLICATIONS MUST BE RECEIVED 72 HOURS PRIOR TO EVENT AND ALL FEES MUST BE PAID IN ADVANCE OR VENDOR MAY NOT OPERATE AT THE EVENT

Due to possible cross-contamination, serving of any raw meat requires specific approval from Consumer Health

1. Food Items to be Served Food Preparation Method and Equipment

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

2. Food Purchased (store/location): \_\_\_\_\_

IF commercial kitchen/permitted food preparation site is located outside NRH, copy of last inspection report and copy of current health permit required.

3. Hand wash set up (REQUIRED: stocked sink (not a restroom) or 5 gallon igloo cooler with a spigot filled with hot water; pump soap; paper towels, catch bucket): \_\_\_\_\_

4. 3 Bucket Dish wash set up (REQUIRED; (1) bucket hot, soapy water; (1) bucket clear water; (1) bucket sanitizer water

\*\*\*Hand wash stations (cambros), hot holding equipment (warmers) may be borrowed from Consumer Health on a first come, first serve basis. Each piece of equipment requires a \$100 deposit and must be returned within 5 days after the event. Equipment must be reserved prior to the event. Call 817-427-6650 to reserve equipment.

5. Equipment Needed (#): \_\_\_\_\_ Cambro(s) for hand washing \_\_\_\_\_ Warmer(s) for holding food hot

6. EVENT CHECKLIST REQUIRED ON-SITE! Temporary Event Checklist must be on-site and completed PRIOR to inspection.

7. For-Profit Permit Fee: \_\_\_\_\_ \$75 (Non-Profit Permits are Free with proof of Non-Profit status)

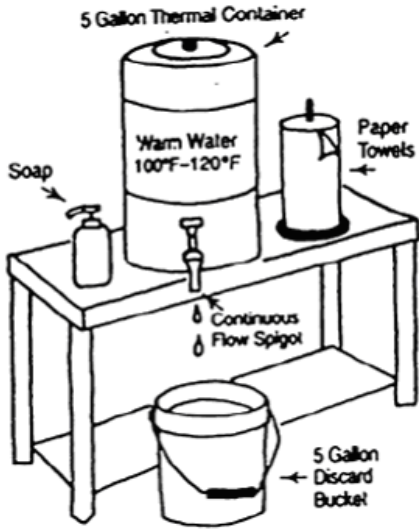
\*MUST HAVE HAND WASH AND UTENSIL WASH SET UP BEFORE DOING ANY FOOD PREPARATION. \*NO FOOD MAY BE SERVED UNTIL AN INSPECTION IS PERFORMED AND A PERMIT ISSUED. \*CHILDREN UNDER 16 YEARS OF AGE MAY NOT SERVE FOOD OR DRINKS AT TEMPORARY EVENTS. \*CROCK POTS, STERNO, AND BBQ SMOKERS ARE NOT ALLOWED. \*HAIR RESTRAINTS REQUIRED. \*HOME-PREPARED FOODS MAY NEVER BE SOLD, SERVED, OR OFFERED TO THE PUBLIC. \*MUST SERVE ONLY PERMITTED FOOD. NO ADDITIONAL FOOD ITEMS CAN BE ADDED ONTO THE MENU UNLESS APPROVED BY CONSUMER HEALTH.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Neighborhood Services Representative \_\_\_\_\_ Date \_\_\_\_\_

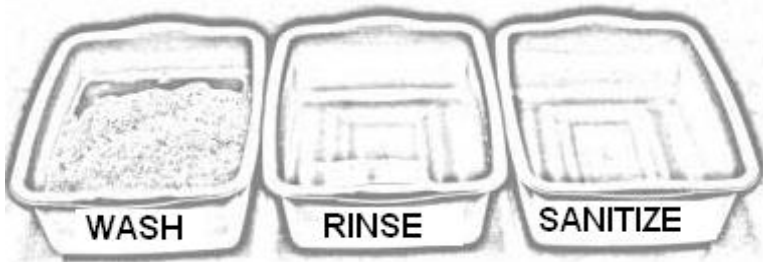
## TEMPORARY FOOD SERVICE REQUIREMENTS

- Hand washing station set up.** Hand wash set up: 5 gallon water cooler filled with warm water, pump hand soap, paper towels, and a catch basin for waste water. The hand washing station should be set up in the stand before any food is prepared or served and should be accessible at all times. Wash hands frequently! (SEE DIAGRAM ON BACK OF FORM)
- No bare hand contact with food.** Servers must use gloves, tongs, spoons, spatulas, or deli paper to handle food.
- Hair restraints.** All persons handling food must wear a cap, hat, hair net, visor, or scarf.
- Calibrated Stem Thermometer required with the temperature range from below 41°F to above 165°F** when serving time/temperature controlled for safety (TCS) foods. Stem thermometers must be used to check the temperatures of foods.
- Overhead protection.** Overhead covering shall be provided for all outdoor events, over all food preparation, cooking, and serving areas. Recommend fire retardant overhead covering. Open flame grills must be placed outside the overhead covering to meet Fire Code. Must secure grill to prevent any possible injury of people/children.
- Approved flooring.** Outdoor events must be set up on concrete or asphalt (not on grass or dirt).
- Three Bucket Wash Setup must be set up prior to any food-handling related activity.** (1) bucket hot, soapy water, (1) bucket hot, clear, clean water, (1) bucket sanitizer (leave equipment inside for at least one minute). 1 gallon cool water + 1 teaspoon bleach = Sanitizer. Use test strips to check that the concentration is 50 – 100 ppm. Wiping cloths should be stored in the sanitizer, and thermometers and utensils should be sanitized prior to use. (SEE DIAGRAM)
- Time/Temperature Controlled for Safety (TCS) Foods** (meats, dairy, pasta, baked potatoes, cut melons, etc.) must be held **hot** at **135°F** or more or must be held **cold** at or below **41°F**. **Reheated foods** must be heated to an internal temperature of **165°F**. If time control is used, a time stamp or time control log must be used.  
\*\*TCS foods not properly cooked or kept at proper temperatures will be destroyed by Consumer Health.
- Hold hot food hot, cold food cold.** Time/Temperature Controlled for Safety (TCS) foods must be held hot (135°F or more) in warmers, on propane gas grills, or in other approved unit. Hold cold TCS foods in ice chests or in refrigerators (41°F or less).
- Fire extinguisher is required** if any heating is done on site.
- All food products shall be shielded or covered** to protect from contamination. Use lids, covers, or sneeze guards.
- Pre-packaged condiments.** Individual mustard, ketchup, etc. packets are allowed; no public-controlled squeeze bottles.
- Wash hands frequently.** All persons handling food must wash their hands frequently. Gloves and hand sanitizer are NOT a substitute for hand washing. Wash hands upon entering the stand and wash hands before putting on clean gloves.
- Limited food preparation only.** Only limited food preparation such as seasoning and cooking may occur on site; all other food preparation shall be conducted in a licensed establishment prior to the event.
- Ice used to chill food and drinks should never be used for consumption.** As ice melts, drain water from the cooler to prevent cross-contamination into sanitary sewer. Never drop bags of ice on the ground to break up ice.
- Adequate lighting is needed** under the overhead covering for any outside evening events. Shatterproof or shielded bulbs are highly recommended.
- A trash can is required, and properly dispose of waste.** No grease, waste water, or food debris may be dumped in storm sewers, ditches, or onto the ground. Properly dispose of wastes in the garbage or sanitary sewer.
- No eating, drinking, chewing gum or tobacco use in the stand.**
- Children under 16 should not serve food or drinks.**
- NO HOME PREPARED FOODS CAN BE SOLD, SERVED, OR OFFERED TO THE PUBLIC.**



**EXAMPLE OF HAND WASHING STATION SETUP**

(5 gallon container full of hot water with spigot, soap, paper towels, and a catch bucket – WASH HANDS OFTEN!)



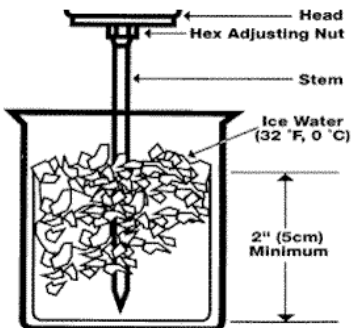
**THREE BUCKET WASH SETUP -**

WASH (hot, soapy water), RINSE (clean, clear water), SANITIZE (1 teaspoon bleach + 1 gallon cool water), & AIR DRY



(WARMER)

**EXAMPLE OF AN APPROVED, COMMERCIAL-GRADE HOT HOLDING UNIT**



**CALIBRATION OF STEM THERMOMETER**

Fill cup with ice water, allow thermometer to stand 1- 2 minutes, adjust dial under head to read 32°F (must read 32°F in ice water)