Temporary Food Service Application

(Please Print Clearly)

Community Services
8500 Antioch Road
Overland Park, KS 66212
913/895-6270 • Fax 913/895-5086

Event Coordinators/Promoters Name _____ **Phone** _____

Applicant _____

Business Name _____

Address _____

Daytime Phone _____ E-mail _____

Type of Event _____

Location of Event _____

Scheduled Date(s) and times of operation _____

Does your Organization operate a licensed food service establishment or mobile unit? Yes ___ No ___

If yes, establishment name and location _____

1. Menu Items _____

2. Method of Preparation _____

3. Procedure to Hold Hot Foods (if applicable) _____

4. Procedure to Hold Cold Foods (if applicable) _____

5. Hand Washing Facilities _____

6. Insect Control _____

Comments _____

Notes: No food is to be prepared or portioned in a home.
No food or food related items are to be stored on the ground.

☐ **Approved** ☐ **Not Approved**

NOTE TO THE EVENT COORDINATORS/PROMOTERS

Event Coordinators/Promoters are responsible for submitting the applications and fees when two or more vendors are participating in a single event.

Event Coordinators/Promoters are required to

- Submit completed applications at least two weeks before an event.
- Pay $10 Temporary Food Service Application fees for each vendor no later than 24-hours before an event. For weekend scheduled events, payment is expected by noon the Friday before the event.

Application fees will not be accepted from until the application has been approved by the inspector

Method of Payment FOR OFFICE USE

☐ Walk -In ☐ Mail ☐ Credit Card
(No on-line payment available)

Total Fees received $_____

Check # _____ Cash _____ Credit Card _____

CSR Initials _____

Applicant Date

Code Compliance Officer Date