



**FOR OFFICE USE**

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 Initial: \_\_\_\_\_ Issue On: \_\_\_\_\_ Expires On: \_\_\_\_\_ Permit: \_\_\_\_\_ Juris: COA / TC / ILA

## Temporary Food Event Application

### Event Information

Event Name: _____	Total Booths: _____
Event Street Address: _____	
City: _____	State: _____ Zip Code: _____
Event Start Date: _____	Event End Date: _____ Event Hours: _____
Set Up Hours: _____	

### Event Organizer Responsibilities

- The temporary event organizer (**not the individual booth operator**) is required to obtain all necessary Temporary Food Booth Permits for each booth at the event.
  - **The event organizer must be the booth responsible party unless the event organizer designates another person in writing (see Booth responsible Party Identification page #3).**
- Food booth(s) must be set-up and ready for inspection at the hours listed under the Hours of Operation for each day.
- Event organizers are responsible for verifying permitting requirements from other City of Austin Departments. Contact Austin Center for Events by phone (512)-974-1000 for more information.

**\*\*\*\*Attach a Clear Copy of a Valid Government Issued Photo ID for the Event Organizer\*\*\*\***

Organizer Name: _____	Are you a Charitable Feeding Organization? Yes No
Organization Name (for Charitable Feeding Applicants): _____ <i style="text-align: center;">Additional documentation may be required.</i>	
Mailing Street Address: _____	
City	State Zip Code
Driver's License #: _____	State: _____ DOB: _____
Phone: _____	Email Address: _____

**Fee Information**

<p><b>City of Austin</b></p> <p>1-14 Calendar Days \$62 each booth</p>	<p><b>Contracted Municipalities</b> Inter Local Agreement (ILA)</p> <p>1-14 Calendar Days \$62 each booth</p>	<p><b>Travis County (TC)</b> (Unincorporated)</p> <p>1-14 Calendar Days \$ 52 each booth</p>
<p>Expedite Fee \$120 per booth <i>(Submitted less than 10 calendar days prior to the date of the event)</i>    <i>*Not applicable for Travis County</i></p>		
<p><b>Fee Exemptions Reasons</b> <i>Based on Jurisdiction of Event Location</i></p>	<p><b>City of Austin</b></p> <p><input type="checkbox"/> Social Services Contract</p> <p><input type="checkbox"/> City of Austin sponsored</p> <p><input type="checkbox"/> Public/Charter School</p> <p><input type="checkbox"/> Charitable Feeding Organization</p> <p><i>Must provide supporting documentation to be eligible for Fee Exemptions.</i></p>	<p><b>Contracted Municipalities<sup>1</sup> (ILA)</b></p> <p>N/A</p> <p><b>Travis County (Unincorporated)</b></p> <p><input type="checkbox"/> Non-Profit Organizations</p> <p><input type="checkbox"/> Public/Charter School</p>

I hereby certify that I have received the guidelines for temporary food service requirements provided by Austin Public Health. I understand that, as a condition of my operation at this event, I am responsible to ensure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and ensure that all individuals involved in this operation conform to these guidelines. **Failure to do so may result in the immediate suspension of my operation at this event and may result in a complaint being filed against me—the event organizer and/or the booth operator—in the Municipal Court of the City of Austin for a violation of these guidelines and the Code of the City of Austin or in Travis County Precinct Court.** I understand that such a complaint may result in a fine of up to \$2,000 on conviction.

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Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders and ordinances of Austin & Travis County, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishment.

**Individual Booth Listing (Required for each booth, use additional sheets as needed)**

Booth Name: \_\_\_\_\_

Food/Beverage Offered: \_\_\_\_\_

*Example: Hot Foods; Cold Foods; Cold Beverages; Non-Time/Temperature Controlled foods for Safety (TCS)*

Is this a Mobile Vending Unit? Yes No

If Yes, Mobile Vending Unit Name: \_\_\_\_\_

Where is the Mobile Vending Unit Permitted: \_\_\_\_\_

Mobile Vending VIN: \_\_\_\_\_ Will your booth be set up outside your unit? Yes No

Booth Name: \_\_\_\_\_

Food/Beverage Offered: \_\_\_\_\_

*Example: Hot Foods; Cold Foods; Cold Beverages; Non-Time/Temperature Controlled foods for Safety (TCS)*

Is this a Mobile Vending Unit? Yes No

If Yes, Mobile Vending Unit Name: \_\_\_\_\_

Where is the Mobile Vending Unit Permitted: \_\_\_\_\_

Mobile Vending VIN: \_\_\_\_\_ Will your booth be set up outside your unit? Yes No

Booth Name: \_\_\_\_\_

Food/Beverage Offered: \_\_\_\_\_

*Example: Hot Foods; Cold Foods; Cold Beverages; Non-Time/Temperature Controlled foods for Safety (TCS)*

Is this a Mobile Vending Unit? Yes No

If Yes, Mobile Vending Unit Name: \_\_\_\_\_

Where is the Mobile Vending Unit Permitted: \_\_\_\_\_

Mobile Vending VIN: \_\_\_\_\_ Will your booth be set up outside your unit? Yes No

Booth Name: \_\_\_\_\_

Food/Beverage Offered: \_\_\_\_\_

*Example: Hot Foods; Cold Foods; Cold Beverages; Non-Time/Temperature Controlled foods for Safety (TCS)*

Is this a Mobile Vending Unit? Yes No

If Yes, Mobile Vending Unit Name: \_\_\_\_\_

Where is the Mobile Vending Unit Permitted: \_\_\_\_\_

Mobile Vending VIN: \_\_\_\_\_ Will your booth be set up outside your unit? Yes No

## **Booth Responsible Party Identification**

**Booth Responsible Party for each booth that the event organizer is not responsible for in this event.  
Provide all the information requested. *Print and use additional sheets if applicable.***

1. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
2. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
3. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
4. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
5. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
6. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
7. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
8. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
9. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
10. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
11. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
12. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
13. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
14. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_
15. Booth Name: \_\_\_\_\_  
Food/Beverage: \_\_\_\_\_

***By submitting this form, the event organizer has confirmed with each booth operator, that they are responsible for their individual booth, and they have agreed to provide their information.***