

Do I need to fill out this form?

Yes

A vendor planning to sell or give away food or beverages to the public in the City of Minneapolis. **No home-made food is allowed.**

Are you also the event organizer in addition to serving food to the public? If so, you must submit an Event Food Sponsor Permit Application in addition to this Short Term Food Permit Application. Your Short Term Food Permit will be free with your paid Event Food Sponsor Permit.

Maybe

Vendors serving only non-time/temperature control for safety beverages (wine, beer, water, soda, sports drinks) from a can, bottle or keg with no ice or garnish are pour-only vendors. Pour-only vendors do not need a Short Term Food Permit if they are listed on the Event Food Sponsor's permit as pour-only. Tea, coffee, juice and kombucha require a permit.

No

Food vendors with the one of following licenses or permits do not require a Short Term Food Permit. Simply give your permit, registration number, or license information to your Event Food Sponsor at least 2 weeks before the event:

- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors
- Licensed Minneapolis Limited Mobile Food vendors
- Vendors with a Minneapolis Seasonal Food Permit
- Cottage Food Law exempt vendors registered with the Minnesota Department of Agriculture (MDA)
- Product of the Farm exempt vendors

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.

TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700

Rau kev pab 612-673-2800

Hadii aad Caawimaad u baahantahay 612-673-3500

How do I complete the application?

- 1 Complete the Short Term Food Permit Application sections A-G.
- 2 Give your application and fee payment to your Event Food Sponsor at least 2 weeks before the event begins. If your Event Food Sponsor asks for a check to give to the city, make your check payable to, "Minneapolis Finance."
- 3 Save the Food Vendor Checklist (pages 7-8) to fill out during set-up on the first day of the event.

1 Short Term Food Permit Application

Vendors must complete the Short Term Food Permit Application. A Short Term Food Permit is required to sell or give away food or beverages to the public in the City of Minneapolis. **No home-made food is allowed.**

Give your Short Term Food Permit Application to your Event Food Sponsor more than 2 weeks before the event start date. Do not send your completed application to the City of Minneapolis.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.
 People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.
 TTY users call 612-673-2157 or 612-673-2626.
 Para asistencia 612-673-2700
 Rau kev pab 612-673-2800
 Hadii aad Caawimaad u baahantahay 612-673-3500

For Office Use Only			
Payment type	Check #	Amount	LIC #

A Applicant Information

Your name (last, first)		Business name	
Street address			
City	State	Zip code	
Email address		Telephone number	
If you have a retail mobile food handler license issued by MDA enter the number here			

B Event Information

Event name	
Start date of the event	End date of the event

C Food Preparation Location

Where food and/or beverages will be prepared and stored: At event Licensed kitchen

Summary of menu or food item(s) **No home-made food is allowed.**

All items are prepackaged and remain unopened when served to the public.
Refrigeration is not required for any items.

If both boxes are checked, please skip to Section F

Name of the licensed commercial kitchen Address of the licensed commercial kitchen

City State Zip code

REQUIRED: Attach a letter or lease agreement indicating you have permission to use this kitchen.

D Food Preparation at Licensed Commercial Kitchen

N/A

Check the preparation procedure(s) each menu item requires before the event. **No home-made food is allowed.** (See page 2 for terms and definitions.)

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									

Check here if additional menu items are listed on Section D2 (page 5)

E Food Preparation at Event

N/A

Check the preparation procedure(s) each menu item requires at the event. (See page 2 for terms and definitions.)

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									

Check here if additional menu items are listed on Section E2 (page 5)

F Suppliers, Transportation and Equipment

- | | | |
|-----|----|---|
| Yes | No | Will you have handwashing within 10 feet?
<i>(Required if you serve open food or beverages)</i> |
| Yes | No | Will you have mechanical refrigeration?
<i>(Required if the event is over 4 hours and you have cold time/temperature control for safety foods)</i> |
| Yes | No | Will you use ice in insulated containers instead of mechanical refrigeration?
<i>(Allowed only if event is 4 hours or less; food must remain at or below 41°F)</i> |

List grocery stores or distributors where foods and ingredients are purchased or premade

Please check all equipment used at the event. Domestic slow cookers and crock pots are not allowed. Sterno® and other canned heat are not allowed at outdoor events.

Grill Warmer Hot Boxes Mechanical Hot Holding Other _____

D2 Food Preparation at Licensed Commercial Kitchen – Additional Items

Check the preparation procedure(s) each menu item requires before the event. *(See page 2 for terms and definitions.)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									
5.									
6.									

E2 Food Preparation at Event – Additional Items

Check the preparation procedure(s) each menu item requires at the event. *(See page 2 for terms and definitions.)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									
5.									
6.									

G Verification

Read and verify each item. Sign and date your application.

Check to verify that you understand the requirements.

I understand my application must be given to the event food sponsor at least 2 weeks before the event, so he or she may submit it on time.

- If the event food sponsor has to submit my application less than 2 weeks before the event late fees will be charged. Late applications received within two business days of the event may be denied or the menu restricted.
- Once my application is approved, changes cannot be made to the menu.

I have received the Food Vendor Checklist on pages 7 and 8. I understand I should complete this checklist on the day of the event, before serving.

I have received the Food Vendor Guidelines on page 9.

I understand hand washing must be set up within 10 feet, if serving open food or beverage.

I understand I must keep cold time/temperature control for safety foods at or below 41°F.

- If the event is over four hours long, I must use mechanical refrigeration.
- If the event is four hours or less, I may use ice in insulated coolers. Foods must still remain at or below 41°F.

I understand I need to label all canned, bottled and packaged items with the following:

- Name of food product.
- Name and address of manufacturer.
- A list of all ingredients in descending order by weight, including any of the top 8 food allergens.

I understand my food or beverage service will be immediately closed for any of these reasons:

- Serving opened food or beverage without hand washing.
- Preparing or bringing food from home or from an unlicensed facility.
- Contamination or other immediate health hazards.
- Not bringing enough equipment to hold time/temperature control for safety foods at required temperatures.

Applicant Signature

Date

2 Application Submission and Fees

Give your Short Term Food Permit application to your Event Food Sponsor. The Event Food Sponsor must turn in your application with their application at least 2 weeks before the event. If applications are turned in late, Event Food Sponsors and vendors will be charged late fees. If your Event Food Sponsor asks for a check to give to the city, make your check payable to "Minneapolis Finance."

On time applications:

- **\$90.00** for public events in the City of Minneapolis
- **\$45.00** for public events at the Minneapolis Convention Center

Late applications:

- **\$180.00** for public events in the City of Minneapolis
- **\$90.00** for public events at the Minneapolis Convention Center

! Give this page to your Event Food Sponsor.