

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

## Temporary Event Planning Guidelines

Whether you are planning to operate a home bakery, apply for a mobile or temporary food license, or license an animal venue, there are things you need to know before you start the process.

The information gathered here will help to answer your basic questions and make you aware of what is required to protect public health and safety.

For more details, please visit our website at [ccbh.net](http://ccbh.net) or call us at 216.201.2000.

### ***Farmers Markets***

These markets feature local farmers selling raw, unprocessed produce that has not been chopped or cut, and/or cottage foods which may be exempt from licensure and inspection.

\*All farmers markets must be registered with the Ohio Department of Agriculture by calling 614.728.6250.



## ***Cottage Foods***

Cottage foods are non-TCS, meaning that they are not time and temperature controlled for safety. They are also called non-perishable since they do not require refrigeration. These foods are exempt from licensure\* and may be produced in private homes.

Labels are required to inform customers that they are “home produced” and must include:

- the common name
- the ingredients in descending order by weight or volume
- the total weight and volume of the product
- the manufacturer with city and state

\*If these products are sold at a temporary event, these facilities may require a temporary food service license.

## Allergen Labeling...

Examples of 2 ingredient list options:

Ingredients: Milk, sugar, flour (**wheat**),  
eggs, butter, cocoa, lecithin (**soy**),  
natural flavors (**walnut**)

Ingredients: Milk, sugar, flour, eggs,  
butter, cocoa, lecithin, natural flavors.

**Contains: milk, wheat, eggs,  
soybean and walnut.**

## ***Home Bakeries***

Home bakeries produce both TCS and Non-TCS food products. The foods are baked in private residences and sold in the same residence. The inspection and licensure of these facilities is conducted by the Ohio Department of Agriculture.

\*If these products are sold at a temporary event, these facilities require a temporary food service license.



### ***Mobile Food Service Operations***

- May be on the ground (tables under a tent) or in a trailer unit
- Must be pre-licensed and inspected prior to the temporary event
- May operate anywhere in the state of Ohio
- Event planners can request a copy of their mobile license and recent inspections
- Must have hand washing sinks and utensil washing sinks if open foods such as fried food, sandwiches and confections are prepped and served

\*Commercial-grade NSF-approved food equipment is required.



### ***Temporary Food Service Operations***

- Licensed for each event for up to 5 consecutive days
- Must be applied for 10 days prior to the event
- Individual owners/operators may take out up to 10 temporary food service licenses per year
- Each booth at each event will be inspected on the first day of the event
- The fee for these booths is \$44 per day (\$22 per day for non-profit)
- Hand washing and utensil washing are required if open food and utensils are sold
- Permanent sinks are not required.

\*A thermos of warm soapy water with a catch bucket can be used for hand washing with paper towels and a trash can. Dry ice or ice cubes may be used for cold holding food at or below 41°F.

### ***Exemption***

If a community or non-profit organization hosts a temporary food operation selling food on their own property for less than seven consecutive days or less than 52 times per year (once a week), they may be exempt from licensure. Please call 216-201-2000 with any questions.

### ***Animal Venue***

An animal venue is a petting zoo, animal ride, animal showcase or other animal entertainment at a temporary event. These booths, rides or displays must be licensed at least one week prior to the event and inspected during the event. Hand washing, animal health, safe harborage, and sanitary disposal of animal waste are among the requirements for operators to consider in order to protect public health and safety.

### ***Mass Gatherings***

A mass gathering is a temporary event where 50 or more persons gather for two or more hours. These events must have an adequate number of trash receptacles, toilets and hand sinks to prevent nuisances.

### ***Temporary Park Camp***

A temporary park camp is defined as 5 or more trailers or sleeping quarters on a tract of land for up to 5 days at a temporary event. Applications for temporary park camps must be submitted at least 10 business days prior to the event and require licensing and inspection. Spacing, trash removal, waste water containment and clean water backflow prevention are required for the safe operation of a temporary park camp.

### ***Backflow Prevention***

Any hoses connected to a water spigot must be protected with a backflow prevention device (check valve) to prevent water in the hose from siphoning backwards and contaminating the potable water supply.

### ***Trash***

Trash must be maintained and disposed of in a sanitary manner to deter pests and prevent nuisances. Run-off from trash containers must be contained to protect ground water.

### ***Waste Water***

Sewage and grey water (from hand washing or showers) must be contained and properly disposed of in a sanitary sewer to prevent ground water contamination. This water must not be discharged onto the ground or into a storm sewer.

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216-201-2000 [www.ccbh.net](http://www.ccbh.net)