

Township of West Milford



Community Day & 4th of July Celebration

Community Services & Recreation

1480 Union Valley Road
West Milford, NJ 07480-1303
(973) 728-2860
Fax: (973) 728-6934

Dear Vendor,

We are excited to announce that the West Milford community will once again be hosting its renowned Fourth of July Celebration and Fireworks Display! This event has historically drawn a large crowd and garnered enthusiastic participation from families and friends within our community.

This year, we are thrilled to expand the festivities to include a Community Day, featuring a live band, children's entertainment, a beer garden, a range of vendors, food trucks and so much more! In the past this event have been overwhelmingly successful, and we look forward to making this year's celebration even more memorable.

The 2025 Community Day will be held on Saturday, June 28th, with a rain date of Sunday, June 29th. The Community Day festivities will take place from 12:00 PM to 5:00 PM along Nosenzo Pond Road and in Nosenzo Pond Park. A limited number of Vendor stalls will be available at the celebration! We ask that all vendors arrive between the hours of 9:30 AM -11:30 AM. All vendors will need to be broken down and cleared from Nosenzo pond road no later than 6:30 pm. Each vendor is responsible for their own table, tent and/or other booth materials. All vendors must ensure their items are kept within their designated space. If selling food, vendors will be required to obtain a permit from the local Health Department. If cooking with flammable materials vendors must check with the West Milford Fire Inspector for proper guidelines.

Later in the evening, the fireworks festivities will occur from 6:30 PM to 9:45 PM. This portion of the event will include food vendors, family entertainment, a DJ, and will culminate with a spectacular fireworks finale featuring over 10,000 shots!

Enclosed and or attached is our Vendor Agreement with more helpful information. Please mail all replies no later than May 23rd 2025 to: WMCSR – Community Day & Fourth of July Celebration, 1480 Union Valley Road, West Milford, NJ 07480. If you have any questions, please reach out to Daniel Kochakji, Recreation Director at 973-728-2881.

Thank you for your consideration.

Sincerely,


Daniel Kochakji
Recreation Director

Township of West Milford
Community Day & Fourth of July Celebration
VENDOR AGREEMENT

Please return Vendor Agreement Forms No later than May 23, 2025 to:
WMCSR – Community Day & Fourth of July Celebration 1480 Union Valley Road, West Milford, NJ 07480

Event: Community Day & Fourth of July Celebration
Date: Saturday, June 28, 2025. (Rain Date: Sunday, June 29, 2025)
Time: 12:00-5:00 pm. Vendors may set up between 9:30 am- 11:30 am
NO EARLY ADMITTANCE. ALL VENDOR PARKING IN WEST BROOK SCHOOL PARKING AREA.
ALL VECHICLES MUST BE OFF THE ROAD BY 11:30 AM.

LIMITED NUMBER OF VENDOR APPLICATIONS WILL BE ACCEPTED.

10' x 10' vendor stalls will be provided outdoors along Nosenzo Pond Road. Vendors are permitted to rent more than one space, based on availability. Vendors must supply all materials necessary for their space. This includes tables, chairs, tents, power source, etc. All vendor equipment must stay within the provided space. There will be no refunds of space rentals.

The Township of West Milford, its agents, employees and volunteers shall not be held responsible for lost, stolen or broken merchandise.

All food vendors will be responsible for carrying their own insurance policy. All food vendors will be required to carry general liability coverage including bodily injury and property damage with minimum limits not less than \$1,000,000. All food vendors will be responsible for supplying the Township of West Milford with two (2) Certificates of Insurance:

- 1) Township of West Milford, 1480 Union Valley Road, West Milford, NJ 07480.
- 2) West Milford Board of Education, 46 Highlander Drive, West Milford, NJ 07480.

If your company is having trouble obtaining a Certificate of Insurance or has questions about the policy limits, please contact the Township of West Milford, Department of Community Services and Recreation at 973-728-2881.

EVENT REGULATIONS

1. Only one vehicle will be permitted to park in the vendor provided parking area at Westbrook School. The vehicle must remain parked until after the community day portion of the event is over and the road has been cleared. All vendor vehicles arriving after 11:30 am will be denied entrance. All vendors must be cleared from the road by 6:30 pm
2. Food vendors must obtain a permit from the Township of West Milford, Department of Health. All health permits must be visibly displayed at the vendor's booth. Vendors may also be required to secure a fire permit if cooking with flammable materials. Vendors must check with the West Milford Fire Inspector for proper guidelines. Vendors are solely responsible for all costs associated with obtaining proper permits. Any food vendor without a valid permit will be denied the opportunity to set up and sell. There will be no refunds of permit or sponsorship fees. **All required Health/Fire Department permits must be returned by May 23, 2025 to allow enough time to process before the event.**
3. **Food Vendors are asked to supply a sample menu and pricing** for review. The Recreation Department reserves the right to select vendors based on reputation, food selection, pricing and product exclusivity.
4. Alcoholic beverages, fireworks, pets or disorderly conduct are not permitted.
5. Vendors will not be admitted prior to 9:30 am. If you arrive before that time, you will be directed to leave the premises.
6. Vendors will be granted permission to sell the items listed on their approved contract only.
7. Vendors are responsible for properly securing tents if used.

Township of West Milford
Community Day & Fourth of July Celebration
VENDOR AGREEMENT

Event: West Milford Community Day & Fourth of July Celebration
Date: Saturday, June 28, 2025. (Rain Date: Sunday, June 29, 2025)
Time: 12:00-5:00 pm. Vendors may set up between 9:30 am- 11:30 am
NO EARLY ADMITTANCE. ALL VENDOR PARKING IN WEST BROOK SCHOOL PARKING AREA.
ALL VEHICLES SETTING UP MUST BE OFF THE ROAD BY 11:30 AM.
ALL VEHICLES BREAKING DOWN MUST BE OFF THE ROAD BY 6:30 PM.

LIMITED NUMBER OF VENDOR APPLICATIONS WILL BE ACCEPTED.

Please return Vendor Agreement Forms No later than May 23, 2025 to:
WMCSR – Community Day & Fourth of July Celebration 1480 Union Valley Road, West Milford, NJ 07480

I have read the Agreement and Event Regulations and hereby agree to abide by the terms of this Vendor Agreement. If I am food vendor I have enclosed (2) two Certificates of Insurance meeting the required specifications. I have enclosed a check in the amount due to secure my space at the West Milford Community Day & Fourth of July Celebration on Saturday, June 28, 2025.

Non Profit- \$25 per (10'x 10' space) Vendor- \$100 per (10'x 10' space) Food Truck- \$125

Contact Name: _____

Business Name: _____

Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Number of spaces required: _____ Number of workers: _____

For Food Concession Booth/Food Truck Only: _____

*Please list featured products to be sold.
To ensure exclusivity, the Recreation Department has final say over
products and vendor selection.*

For Non-Food Booth Only: _____

*Please list products to be sold.
To ensure exclusivity, the Recreation Department has final say over
products and vendor selection.*

FOR OFFICE USE ONLY

Date Application Received	Amount Paid	Check #	Y / N Insurance Cert.
Date Approved	Authorized Signature		

VENDOR HOLD HARMLESS AGREEMENT

For use when vendor is supplying good or services for Township events or on Township Property

For and in consideration of _____, herein referred to as the vendor, supplying the following goods and/or services

for the _____

on the following dates or time periods _____, **the undersigned agrees to indemnify and hold harmless the Township of West Milford its officials, agents, and employees or volunteer workers harmless** from any and all injuries, damages, liability, claims, costs and attorney's fees arising out of the vendors use of said premises or property of the furnishing of the vendors goods and services referenced above and including any losses or damages arising from any acts or omissions of the undersigned vendor and/or any agent, employee, servant or volunteer worker, of said vendor or any other person acting on the vendors behalf.

This Agreement shall remain in full force and effect for any continued, additional or postponed date(s) for which the vendor will be supplying goods and or service at the event or upon the Township of West Milford property as indicated herein.

The Township of West Milford reserves the right to cancel or interrupt the use of the property or the vendors activities if the representations set forth herein and on the application, or guidelines for use of said property or rendering of goods and services are not adhered too or if the Township determines that a situation that might lead to personal injury, property damage or violation of law exists.

Name of Individual or Company

Type of Organization: circle one (individual, LLC partnership, Non-profit, Corporation, other _____)

Position: _____

Telephone #: _____

Address: (not P.O BOX)

Date: _____

Authorized Signature



West Milford Township Fire Prevention
 1480 Union Valley Road
 West Milford, NJ, 07480
 Phone# (973) 728-2840
 Attn: Michael, Moscatello

APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: _____ Email: _____

Location where activity will occur: _____

Date: _____ Time: _____

Applicant Name: _____ Address: _____

Organization Name: _____

Phone/Fax Number: _____ Emerg.#: _____

Block/Lot: _____ Registration#: _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following (include quantities for each category to be stored, or used and the method stored or used):

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature _____

By: Michael Moscatello

 Fire Marshal - Moscatello Michael

Fee Amount _____

Permit Type _____

Note: There are five types of permits. See the attached sheets for type and fee.



TOWNSHIP OF WEST MILFORD

OFFICE OF THE
FIRE MARSHAL

1480 Union Valley Road • West Milford, NJ 07480 • Tel: (973) 728-2840 • Fax: (973) 728-2880

New Jersey Fire Safety Permit Requirements

Type 1 Permits: - \$55.00

1. Bonfires.
2. The use of a torch or flame producing device to remove paint from, or seal membrane roofs on, any building or structure.
3. The occasional use of any non-residential occupancy other than Use Groups F, H, or S for group overnight stays of persons over 2 ½ years of age, in accordance with N.J.A.C. 5:70-3, the State Fire Prevention Code, Section 408.14.
4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit.
5. The use of any open flame or flame producing device, in connection with any public gathering, for the purpose of entertainment, amusement, or recreation.
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a Type B Life Hazard Use.
7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194.
8. The use of any open flame or flame producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures.
9. The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
10. The storage or handling of class 1 flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
11. The storage or handling of class 2 or 3A combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
12. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70(g) and is not defined as a Life Hazard Use in accordance with N.J.A.C. 5:70-2.4.
13. The use as a public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.
14. The temporary use of any building or portion thereof as a special amusement building for a total of not more than 15 days in a calendar year.
15. The erection, operation, or maintenance of any tent, tensioned membrane structure, or canopy, excluding those used for recreational camping purposes, that meets the criteria in (a)3xvi (1) or (2) below shall require a Type 1 permit. Tents, tensioned membrane structures, or canopies greater than 16,800 square feet in area and greater

than 140 feet in any dimension, whether one unit or composed of multiple units; remaining in place for more than 180 days; used or occupied between December 1 and March 31; having a permanent anchoring system or foundation; or containing platforms or bleachers greater than 11 feet in height shall be subject to the permitting requirements of the Uniform Construction Code (N.J.A.C. 5:23-2.14).

- (1) The tent, tensioned membrane structure, or canopy is greater than 900 square feet and more than 30 feet in any dimension whether its one unit or composed of multiple units, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is one unit or composed of multiple units.
- (2) The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height.

16. The erection, operation, or maintenance of any outdoor combustible maze shall require a Type 1 permit if the outdoor combustible maze is less than 6 feet in height and does not contain electrical equipment. Outdoor combustible mazes that are six feet or greater in height or contain electrical equipment shall be subject to the permitting requirements of N.J.A.C. 5.23-2.14.

(1) For the purpose of applying this requirement, an outdoor combustible maze is an attraction that lacks a roof and is designed to disorient patrons, reduce vision, present barriers, or otherwise impede the flow of traffic and does not consist solely of living rooted plants that have been cut and attached to an object to support them.

(A) Mazes consisting solely of living, rooted plants, such as corn stalk or trees, may be repaired using cut, replacement plants that are otherwise the same as those of which the maze is created without the need for a permit.

(B) No permit shall be required for mazes up to 42 inches in height created of bales of hay or straw.

17. The use of any Group A-4 use, place of worship, as a shelter with a maximum permitted occupancy load of 14 persons, for 14 or fewer consecutive days, for not more than 49 days in a year in accordance with Section 408.15 of the State Fire Prevention Code.

18. Unoccupied or vacant building or structure 2,500 square feet or more, but less than 12,000 square feet, in gross floor area.

Type 2 Permit - \$214.00

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials.
2. Fumigation or thermal insecticide fogging.
3. Carnivals and circuses employing mobile structures used for human occupancy.
4. The use of a covered mall in any of the following manners:
 - (a) Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall.
 - (b) Temporarily using the mall as a place of assembly.
 - (c) Using open flame or flame devices.
 - (d) Displaying liquid or gas fueled powered equipment.
 - (e) Using liquefied petroleum gas, liquefied natural gas, or compressed flammable gas in containers exceeding five pound capacity.
5. Storage outside of buildings of LP-gas cylinders or other compressed gas cylinders when part of a cylinder exchange program.

6. Unoccupied or vacant buildings or structures 12,000 square feet or more, but less than 100,000 square feet, in gross floor area.
7. The use of any building or portion thereof previously registered as a Life Hazard Use for mercantile purposes on a temporary basis. (No permit shall be required for any mercantile use registered as a Life Hazard Use).

Type 3 Permit - \$427.00

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed.
2. Wrecking yards. Junk yards, outdoor used tire storage, waste material handling plants, and outside storage of forest products not otherwise classified.
3. The storage, handling, or discharging of fireworks.
4. Unoccupied or vacant buildings or structures 100,000 square feet or more in gross floor area.

Type 4 Permit - \$641.00

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet of flammable compressed gas or 6000 cubic feet of non-flammable compressed gas.
2. The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of non-flammable, non-toxic, cryogenic liquids.
3. The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts more than 660 gallons.
4. To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
 - (a) More than 55 gallons of corrosive liquids.
 - (b) More than 500 pounds of oxidizing materials.
 - (c) More than 10 pounds of organic peroxides.
 - (d) More than 500 pounds of nitromethane.
 - (e) More than 1000 Pounds of ammonium nitrate.
 - (f) More than one microcurie of radium not contained in a sealed source
 - (g) More than one millicurie of radium or other radiation material in a sealed source or sources.
 - (h) Any amount of radioactive material for which the specific license from the Nuclear Regulatory Commission is required.
 - (i) More than 10 pounds of flammable solids.
5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day.

Type 5 Permit – Reserved

1. Reserved



TOWNSHIP OF WEST MILFORD

OFFICE OF THE
FIRE MARSHAL

1480 Union Valley Road • West Milford, NJ 07480 • Tel: (973) 728-2840 • Fax: (973) 728-2880

Enclosed Mobile Food Trucks Permitting & Inspection Requirements

The New Jersey Division of Fire Safety has determined that “Enclosed Mobile Food Truck” vehicles, once they are parked and operating they are “premises” and subject to all regulations and permit requirements contained in the NJ Uniform Fire Code.

Administrative Requirements

- 1) The operator must obtain a Type 1-Permit (permanent cooking operation with fire suppression system) (NJAC 5:70-2.7(a)3.xii)
- 2) Permits will not be granted unless a completed application and payment of the application fee is brought to the West Milford Fire Prevention Bureau during normal business hours, at least two (2) business days prior to the commencement of the event. (*N.J.A.C. 5:70-2.7(b)*).
- 3) For the purposes of this policy, “completed application” shall include all information requested on the application form.
- 4) If the applicant is someone other than a representative of the property owner, a letter from the property owner authorizing the applicant to perform the permitted function is required to be included with the initial application. (Sample letter attached).
- 5) A permit application will be not accepted unless the permit fee of \$55.00 in the form of cash or check is provided. (*N.J.A.C. 5:70-2.7(i)*)
- 6) The applicant shall specify and date/time requested for inspection on the application form. No permit will be issued until such time as an inspection is completed. (*N.J.A.C. 5:70-2.7(c)*).
- 7) The igniting of gas powered appliances prior to an inspection shall constitute a violation of the code and the operator shall be subject to penalty (*N.J.A.C. 5:70-2.12(b)7.i*)

Technical Requirements:

- A food truck utilizing a cooking operation that, by way of cooking method or type of cuisine, creates grease laden vapors, must be equipped with an exhaust hood and a kitchen hood fire suppression system (NJAC 5:70-4.7(g))
- The suppression system must be inspected/tested within previous 6 months by a company possessing a valid NJ Division of Fire Safety Contractor Permit (if the truck is registered in another state, such as PA or NY, then it must have been inspected within the last 6 months, but the inspection does not have to be performed by a company having a NJ Division of Fire Safety Contractor Permit). (Section 904.5.1, 2006 IFC, NJ Ed.)
- The operator must have a copy of the actual fire suppression system inspection report in the vehicle (not just the cylinder tag).
- The truck must be equipped with a “K” type portable fire extinguisher, if the truck is equipped with deep fat fryers. (Section 906-4, 2006 IFC, NJ Ed.)
- Propane cylinders must be inspected for rust, damage, dents, leaks, alterations. (NFPA 58-5.2.2.1)
- Propane hoses, exposed portions, must be inspected for general condition and leaks. (NFPA 58-6.18.2)
- Maximum propane tank size is 125 lbs. (300 gal wc). (There is no maximum amount per vehicle) (NFPA 58-6.21.3.1(E))
- Propane containers and regulators must be installed on the outside of the vehicle, unless in a cabinet that is vapor tight to the inside of the vehicle, accessible only from outside the vehicle, and properly vented to the exterior of the vehicle. (NFPA 58-6.21.3.3)
- Propane cylinders must be attached to the vehicle-they may not be free standing, even if properly secured (NFPA 58-6.21.3.4)
- Propane cylinder valves, regulators, hoses, etc., must be protected from damage from physical impact, stones, mud, etc. (NFPA 58-6.21.3(B))
- Regulators must be installed so that the pressure relief valve is pointing downward and the vent must be protected to prevent dirt, mud, etc., from entering the vent (NFPA 58-6.21.4.2)
- The entire vehicle is subject to full inspection for all other applicable requirements provided for “premises” in accordance with NJ Uniform Fire Code, sub –chapter 3.



Township of West Milford

Department of Health

SERVICING AREA VERIFICATION FORM

1480 Union Valley Road, West Milford, NJ 07480-1303

(973) 728-2720 Fax: (973) 728-2847

Health@westmillford.org

TEMPORARY or MOBILE UNIT NAME: _____ DATE: _____

TO BE COMPLETED BY SERVICING AREA OWNER/MANAGER

SERVICING AREA BUSINESS INFORMATION

Trading Name of Servicing Area: _____

Owner/Corporate Name: _____ Last Inspection Date: _____

Address: _____ Phone #: _____

I PROVIDE THE FOLLOWING FOODS FOR THIS MOBILE UNIT (CHECK ALL THAT APPLY):

- Packaged Foods Water Supply Prepared Hot Foods Raw Fruits and Vegetables
- Beverages Ice for Consumption Prepared Cold Foods Raw Meats and/or Seafood
- Other: _____

I PROVIDE THE FOLLOWING SERVICES FOR THIS MOBILE UNIT (CHECK ALL THAT APPLY):

- Space for the mobile vendor/operator to prepare food at my servicing location
- Space for the mobile vendor/operator to store the mobile unit at my servicing location
- Utility service (i.e. electric hook-up) for mobile unit while in storage at servicing area
- Refrigerated storage of perishable foods (raw fruits & vegetables, etc.)
- Refrigerated storage of potentially hazardous food (raw or cooked meat, shellfish, dairy, cooked vegetables, raw seeds or sprouts, cut melons, non-acidified garlic and oil mixtures, etc.)
- Storage of non-hazardous foods, utensils & equipment
- 3 compartment sink for wash, rinse and sanitizing of food contact surfaces
- Trash and garbage disposal
- Waste water disposal
- Grease/oil disposal

THE MOBILE OPERATOR REPORTS TO MY FACILITY (CHECK ALL THAT APPLY):

- Beginning of the day - Time: _____ End of the day - Time: _____ Other - Time: _____
- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

I hereby certify that I am familiar with the State law (N.J.A.C. 8:24) requiring that all mobile retail food establishments operate from an approved base location (otherwise known as a "servicing area") and that all mobile units/vehicles return daily to such location for vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

AND

I hereby certify that the above listed information is correct. I also understand that the home preparation and storage of food, or the cleaning of equipment or utensils used in this mobile operation is prohibited as per N.J.A.C. 8:24-3.1 and 8:24-3.2 and is subject to penalties, fines and possible license forfeiture. If any changes in my operation occur, I agree to notify the Health Department immediately.

Servicing Area Owner/Operator (print): _____ Date: _____

Servicing Area Owner/Operator (signature): _____

Mobile Owner/Operator (print): _____ Date: _____

Mobile Owner/Operator (signature): _____



Township of West Milford

Department of Health
1480 Union Valley Road, West Milford, NJ 07480-1303
(973) 728-2720 Fax: (973) 728-2847
Health@westmilford.org

-APPLICATION- TEMPORARY RETAIL FOOD ESTABLISHMENT LICENSE

Valid for a period of no more than 14 consecutive days in conjunction with a single event or celebration

Name of Event: _____ Date(s) _____

Location: _____ Time(s) _____

Trade Name: _____ Contact Person: _____

Email Address: _____ Tel#: _____

Mailing Address: _____

Servicing Area Address: _____

(Complete attached servicing area owner verification form. Copy of servicing area Retail Food Establishment License and inspection report required if not located in West Milford Township.)
As per N.J.A.C. 8:24-1.5 Servicing area means an operating base location to which a mobile retail food establishment or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

As per N.J.A.C. 8:24-3.2(a)2. Food prepared in a private home shall not be used or offered for human consumption in a retail food establishment.

List the foods that will be sold and preparation method:

Food Item: _____ Prep. Method: _____

Food Item: _____ Prep. Method: _____

Food Item: _____ Prep. Method: _____

Food Item: _____ Prep. Method: _____

Food Item: _____ Prep. Method: _____

-APPLICATION-
TEMPORARY RETAIL FOOD ESTABLISHMENT LICENSE Page 2

Source of ice: _____

Source of water: _____

What equipment will be used to maintain food temperatures at or below 41 degrees Fahrenheit? _____

What equipment will be used to maintain food temperatures at or above 135 degrees Fahrenheit? _____

(A continuous, consistent heat source such as that from gas or electric equipment is required NO wood, charcoal, or sterno.)

How many people do you expect to serve? _____

Location of toilet facilities for food service workers? _____

(Should be located within 500 feet of the food preparation area)

Source of electricity if provided? _____

-
- A West Milford Fire Bureau Permit is required for the temporary use of gas cooking units and fryers. Call 973-728-2840 for more information.
 - Handwashing facilities must be provided at your booth. A 5-gallon insulated container of warm water (100 degrees F.) with spigot that can lock in the open position, a wastewater bucket, soap & paper towels are required.
 - Overhead protection (tents) and dust and mud control for dirt or gravel areas (mats, platforms or mulch) must be provided.
 - A stem-type thermometer is required if you serve potentially hazardous food
 - License fee: \$100.00 Make check payable to: **WEST MILFORD TOWNSHIP**
Non-profit: Fee Waived
 - Application must be submitted at least *two (2) weeks* prior to the event

As per the Code of the Township of West Milford Chapter 163-2: *It shall be unlawful for any person to conduct a retail food establishment without complying with all the provisions of the retail food establishment provisions of the State Sanitary Code as set forth in N.J.A.C. 8:24-1.1 et seq.*

Signature of Applicant _____ Date: _____

-APPLICATION-
TEMPORARY RETAIL FOOD ESTABLISHMENT LICENSE Page 3

**Food and Drug Administration and Conference for Food Protection
PRE-OPERATIONAL GUIDE FOR TEMPORARY FOOD ESTABLISHMENTS
2000**

Sketch Sheet

Drawing of Temporary Food Establishment

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

Prepared by: _____

-APPLICATION-
TEMPORARY RETAIL FOOD ESTABLISHMENT LICENSE Page 4

For Health Department Use Only:

Approved: _____ **License No.** _____ **Denied:** _____ **Date:** _____

Comments:

Administrative Authority Signature: _____

Name/Title: _____