



HEALTH DEPARTMENT – 100 N Appleton St, Appleton WI 54911 – Tele: 920-832-6429 Fax: 920-832-5853

NON-PROFIT FOOD SERVICE PERMIT APPLICATION

Effective date **May 5, 2011**

Completed applications must be received by the Appleton Health Department at least seven (7) days prior to the event. Applications received less than seven (7) days prior to the event may be denied.

Please Print

Name of Organization	Address	Telephone
Person in charge who will be at the event	Address	Telephone

Non-profit organizations are permitted to operate a food stand for three (3) days within the license year (July 1st through June 30th), A Temporary Restaurant Permit must be obtained when an organization operates for more than three (3) days. List the event information below.

Date, time, and location of food service operation 1)
2)
3)

Before completing this application, read the Food Safety Guidelines. Have you read this material? Yes No

List all food items that will be served, and indicate how, and where the food will be prepared.

Food Item <i>(Add name, address, and phone number of where the food came from if perishable)</i>	Preparation Procedures														Location of Preparation
	Cook	Fry	Grill	Bake	Re-heat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assm-ble	Bread	Other	
Example: Hamburgers Mike's Grocery, Appleton WI, 920-555-5555			X				X	X				X			At food stand

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Food Item <i>(Add name, address, and phone number of where the food came from if perishable)</i>	Preparation Procedures														Location of Preparation
	Cook	Fry	Grill	Bake	Re-heat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assemble	Bread	Other	

Fee Schedule: \$29.00 for the first food stand, for a maximum of three days in a license year, July 1 through June 30.
 There is a \$10.00 fee for each additional food stand operated by the non-profit group during the same day.

Send check or money order, payable to the City of Appleton, and the application to:

**City of Appleton Health Department
 100 N Appleton St
 Appleton WI 54911**

I understand that as a non-profit organization, the organization is permitted to operate a food stand for three (3) days within the license year (July 1st through June 30th), and that the organization must obtain a Temporary Restaurant Permit when they have four (4) or more events in a license year. The organization must notify the Health Department when they plan to have additional events that are not noted on the application.

I also understand that the person in charge, who will be at the event, must receive food safety training from the Appleton Health Department.

Applicant's Signature Date

Department Use:	
Food Safety Training: _____	was trained on _____ in person _____ by telephone _____
License Year: _____	Check # _____ Cash _____
Approved by: _____	Date: _____
Permit mailed to applicant: _____	Date: _____