



## Temporary Food-Service Event Planning Guide

(NRO 2008 Chapter 170)

### License Required

Anyone selling or distributing food to the public in Nashua must have a valid food-service license issued by the Environmental Health Department, with some specific exceptions like bake sales and coffee service in businesses. Temporary licenses are issued to food vendors that participate in an event that is no longer than two weeks in duration. Each individual unit or operation is licensed separately. Licenses are granted to the applicant only and cannot be transferred or sublet to another entity or person. Unlicensed activities like bake sales cannot be combined with licensed activities.

### Larger Events

Events in Nashua that have two or more temporary food-service facilities must have an Event Coordinator. Both the Event Coordinator and each individual food vendor must obtain approval from the Environmental Health Department.

### Deadlines

Event Coordinators must submit a completed **Temporary Food-Service Event Coordinator Application** (page x) to the Environmental Health Department no later than one month prior to the beginning date of the event. Individual food vendors must submit a completed **Temporary Food-Service Application** (page x) two weeks prior to the event with the appropriate fee. It is important to submit applications prior to the deadline to allow the department time for review and approval. The department reserves the right to deny approval for a food-service license, including instances when there is insufficient time to review an application and ensure food safety. Incomplete applications will be returned and may delay approval.

### Current License Holders

Food-service facilities that are licensed annually in Nashua can sell or distribute foods that were prepared in their own facility at other locations if they complete and submit a **Licensed Food-Service Establishment Application** (page x) two weeks prior to an event. If they conduct food preparation at a site other than their own facility, they must complete and submit a **Temporary Food-Service Application** (page x). There is no additional approval required for currently licensed Nashua mobile vendors. Food-service facilities that are not licensed in Nashua must complete and submit a **Temporary Food-Service Application**, (page x) along with a copy of their current food-service license.

### Food Safety

The Environmental Health Department reviews applications to ensure food safety, by making sure food is from safe and approved sources, and that food is protected during storage, preparation and service. The department reserves the right to deny an application if there is reasonable concern regarding food safety and revoke a license if practices that represent a threat to the public's health are observed.

### Accountability

Each vendor must have a designated person in charge of the entire operation at all times during food preparation, cooking, hot and cold holding and service throughout the event.

**Important: Approval from the Environmental Health Department does not represent City-wide approval for an event. Please contact the City Clerk's Office for approval to hold events on City property.**



Environmental Health Department  
18 Mulberry Street, Nashua, NH 03060  
phone: 603-589-4530  
fax: 603-589-4539



## Temporary Food Service Event Coordinator's Application

FOR TWO OR MORE FOOD OR  
BEVERAGE FACILITIES  
PARTICIPATING  
(NRO 2008 Chapter 170)

<b>Form must be submitted ONE MONTH prior to beginning date of each event in which there will be two or more food or beverage facilities that require temporary licenses participating. Each event cannot exceed 14 consecutive days.</b>	
Name of Event:	Date(s) of Event:
Location of Event:	Start Time: End Time:
Name(s) of Event Coordinator(s):	
Mailing Address:	
Phone Number:	City/State/Zip:
Email Address:	Cell Phone:
Name of on-site Coordinator who will be available during event:	How can this individual be contacted during entire event? Phone: Location:
<b>Coordinator must ensure that sufficient toilets are available for anticipated number of attendees. If portable toilets are provided, please refer to the attached chart. 5% of the toilets provided must be ADA accessible. A provision for hand-washing must be provided to attendees. Portable toilets must be 100 feet from food and beverage preparation and distribution.</b>	
Expected number of attendees:	
Expected number of vendors:	
Will alcohol be served? If so, describe: <b>Note: Alcohol requires an additional 40% availability of portable toilet facilities.</b>	
Date and time(s) that food-service operations will be set up:	
Describe toilet and hand-washing availability for attendees and food workers, listing type, number and location:	
Indicate person responsible for maintenance of overall location during event, such as maintaining toilets, trash disposal and providing services:	
Describe how trash generated during event will be contained and disposed of in a sanitary manner.	
Will potable water be available to vendors? Describe water source and how provided. <b>Note: If a non-public water supply will be used, results of most recent water testing must be submitted.</b>	

Will electricity be available to vendors? Describe source and how cord(s) will be safely secured.

Will waste water disposal be available? Indicate location.  
**Note: Water and other liquid wastes must be disposed of into sanitary sewer, and not on ground.**

Describe post-event clean up:



**PORTABLE SANITATION ASSOCIATION INTERNATIONAL**

7800 Metro Parkway - Suite 104 • Bloomington, Minnesota 55425 U.S.A.  
 800-822-3020 • 952-854-8300 • Fax: 952-854-7560  
 E-mail: info@psai.org • Web site: www.psal.org

**SPECIAL EVENT EXTENDED CHART BREAKDOWN**

(No fixed facilities available)

Number of Units required when no pumping service is provided  
 50/50 Mix of Men & Women

One unit provides approximately 200 uses with 4 hours between uses



**AVERAGE HOURS AT THE EVENT**

Average Crowd Size ↓	→ 1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Source: Independent Study by: Center of Business and Industrial Studies / University of Missouri-St. Louis

**Organizer must list contact information and all products, FOOD and NON-FOOD, to be sold or distributed. Please attach additional pages, as needed.**

Name of Vendor:

Mailing Address:

Phone Number:

City/State/Zip:

Email Address:

Cell Phone:

Products:

Name of Vendor:

Mailing Address:

Phone Number:

City/State/Zip:

Email Address:

Cell Phone:

Products:

Name of Vendor:

Mailing Address:

Phone Number:

City/State/Zip:

Email Address:

Cell Phone:

Products:

Name of Vendor:

Mailing Address:

Phone Number:

City/State/Zip:

Email Address:

Cell Phone:

Products:

Name of Vendor:

Mailing Address:

Phone Number:

City/State/Zip:

Email Address:

Cell Phone:

Products:

Name of Vendor:

Mailing Address:

Phone Number:

City/State/Zip:

Email Address:

Cell Phone:

Products:

Name of Vendor:

Mailing Address:

Phone Number:

City/State/Zip:

Email Address:

Cell Phone:

Products:

**Important: Please provide sketch of proposed event, and label location of vendors, toilet and hand-washing facilities, and trash receptacles.**

**Please use space provided on page 4 to sketch layout.**

By signing this application, I do hereby agree to comply with the rules and regulations as outlined in this application, the accompanying guidance document, **Temporary Food Service Establishment Checklist**, and with any additional instructions. I understand that only the foods listed may be sold or distributed. Failure to comply with this and all other requirements may result in a license not being issued, or having a license revoked, or rescinding approval of the Temporary Event.

Organizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----**PLEASE DO NOT WRITE BELOW THIS LINE**-----

Date received:	Toilet information included and sufficient?	Sketch received and sufficient?	EH Initials:
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