



Public Health
Prevent. Promote. Protect.

**Harford County
Health Department**

HCHD Environmental Health
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Application for Temporary Food Service Facility License

Application is hereby made to operate a food service facility in accordance with Code of Maryland Regulations (COMAR) 10.15.03 Governing Food Service Facilities.

Pursuant to Harford County Code §157-18, effective January 1, 2025, the fee for Temporary Event applications is dependent upon when the application is postmarked or received by our office and the numbers of days until the event. **There is no fee for Non-Profit organizations.*

* The fee per event is non-refundable. If the event is canceled due to weather, a “Rain Date” must be entered below for the payment to be applied to new event date.

* The Harford County Health Department accepts cash, checks, money orders or credit card. Please make checks or money orders payable to “Harford County Health Department”.

Fee Schedule for Temporary Events:

***Applications received 10 business days or greater prior to the event \$25.**

*** Applications received 6-9 business days prior to the event \$50.**

*** Applications received 3-5 business days prior to the event \$100.**

*** Applications received less than 3 business days prior to the event \$150.**

EVENT INFORMATION

NAME OF EVENT <i>REQUIRED</i>:		
Date(s) of Event:	Set up Date & Time:	RAIN DATE:
Location of Event (Street Address, Name of Facility & location on grounds):		
Event Coordinator:	Event Coordinator Phone Number: Email Address:	

APPLICANT INFORMATION *(Who is serving the food during the Event?)*

Applicant/Business Name:	Contact Person:
Mailing Address:	Best Daytime Phone Number:
	Email Address:

<u>OFFICE USE ONLY</u>	Temporary Event License Number: _____
Number of Business Days application received/postmarked Prior to Event: _____	Fee: _____
Approved By: _____	Date Issued: _____

Temporary Food Service Facility Information

Source of Water:	
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Private Wells must have Health Department approval – Attach recent water results with application

Sewage Disposal:	
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Describe method of disposal for wastewater generated by food service operation.

List all food and beverages which will be served (or provide menu):		

Where will food be stored and/or prepared prior to the event?	
No storage or food preparation is permitted from a home or an unlicensed facility.	

Provide: Facility Name, Facility Address Include a copy of the license for any commercial facility used.	

Where will food served at the event be purchased? Name and address of facility:

How will you keep cold food COLD (41°F or below)? List ‘cold holding’ equipment.
<i>(Example of cold holding equipment include coolers with ice, refrigerators and freezers)</i>

How will you keep hot food HOT (135°F or above)? List ‘cooking & hot holding’ equipment.
<i>(Example of hot holding equipment include chafing dishes, electric hot holding cabinets and grills)</i>

Describe the hand washing facilities in your booth:
<i>Soap, paper towels, and potable rinse water must be supplied.</i>

Describe Wash-Rinse-Sanitize Set-up:
<i>(Example, if one of your cooking utensils falls on the ground, how will you wash, rinse, and sanitize it?)</i>

Applicant Name (Print Clearly)	
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Applicant Signature:		Date:	
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Submit Applications via Mail or Email

HCHD.INBOX@maryland.gov