



City of Medford
 408 2nd Avenue SE
 Medford, MN 55049
 Email: cityclerk@medfordminnesota.com
 Website: medfordminnesota.com

SHORT-TERM FOOD PERMIT APPLICATION

SECTION A: Applicant Information

Vendor Name – Last, first, MI (please print)	Business Name		
Street Address of Vendor	City	State	Zip Code
Vendor Email	Vendor Phone		
Electrical Source/Requirements			

SECTION B: Event Information

Name of Event		Location of Event	
		MEDFORD, MN	
Event Date		Event Start Time	Event End Time
Event Sponsor	Event Contact Person		Telephone

SECTION C: Permit Fees (non-refundable)

		\$25 – One Day Fee
		\$25/day for each additional day (\$25 x _____ # of additional days = \$_____)
		Total payment due – Make checks payable to City of Medford

SECTION D: Food Stand Requirements

Hand Washing Facilities	<input type="checkbox"/> Plumbed Sink <input type="checkbox"/> Temporary Station (see 'Key Points' for approved setups)
Additional Items:	
<input type="checkbox"/> Disposable gloves, deli tissue, tongs, etc. (bare hands are not allowed to touch ready to eat food) <input type="checkbox"/> metal-stem food thermometer (required for foods needing temperature control) <input type="checkbox"/> Sanitizer solution (bleach water or quaternary ammonia) <input type="checkbox"/> Overhead protection (tent or canopy if outdoors) <input type="checkbox"/> Utensil washing facilities (required for on-site food prep and for events > 1 day) <input type="checkbox"/> Access to restroom facilities	

Submit application to City of Medford, 408 2nd Avenue SE, Medford, MN 55049.

SHORT-TERM FOOD PERMIT APPLICATION (continued)

SECTION E: Food Preparation				
Food Source (home prepared foods are not allowed)				
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail Grocery	<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Other _____	
Food Preparation Site (all food must be prepared at a commercial kitchen or on site at event)				
<input type="checkbox"/> Off-site	<input type="checkbox"/> On-site	<input type="checkbox"/> Both Off-site and On-site		
Off-site prep kitchen name/address _____				
Food Transport Method				
<input type="checkbox"/> Ice Chest	<input type="checkbox"/> Refrigerated Truck	<input type="checkbox"/> Cambro	<input type="checkbox"/> Other _____	
Menu Information – List food items and processing steps for each item (add additional sheet if necessary)				
	Food and Beverage Items	Describe any off-site preparation and/or food storage	Cooking & Reheating	Holding Equipment <small>hot ≥ 135° F or cold ≤ 41° F</small>
	Example: Pulled pork sandwiches	Cook pork roast to 145° F	Reheat to 156° F on-site	Hot hold in steam table ≥ 135° F

SECTION F: Consent and Signature

I have read the “Temporary Food Stand Checklist and Requirements” and agree to comply with all the requirements. I understand that changes to menu or set-up must be approved in advance and that unauthorized changes or MN Food code violations may result in permit revocation. **A Certificate of Liability Insurance is included with this application.**

Signature

Date