

# Food Service Permit – Request Form

## Winnebago County 4-H Leaders' Association



ANY group conducting a food-stand fundraiser (brat fry, food/concessions at a community event, etc) MUST have a food permit from the **Winnebago County Health Department** and follow all Safe Food Handling guidelines and regulations.

<http://www.co.winnebago.wi.us/health/units/environmental-health/food-safety-recreational-licensing/special/temporary-events>

The Winnebago County 4-H Leaders' Association purchases a Temporary Food Stand permit each year for food-related fundraisers like the Dipper. The permit can be used by any Winnebago County 4-H group who is doing a food-stand fundraiser within the Winnebago County Health Department jurisdiction. The permit is good from July 1 through June 30 annually. Winnebago County 4-H clubs or groups can request use of this permit by completing & emailing this request form or calling the Extension Office (920-232-1974).

- Requests for the use of the food permit must be made at least one week in advance, and will be granted on a first come first serve basis.
- Requestors must read and follow the "REGULATIONS FOR TEMPORARY FOOD STANDS" issued by the Winnebago County Health Department (available from link above)

**This includes but is not limited to:**

- No home prepared foods except limited bake sale items are allowed.
- No home butchered meats or home canned/home processed foods are allowed.
- All foods must come from a commercial approved source or a licensed facility.
- No food stands may be located within 100 feet of a barn or enclosure housing animals or other sources of odor or flies.
- Follow appropriate hand washing guidelines: Hand sanitizer/hand wipes are not allowed unless hands are washed with soap and water first.

Requester : \_\_\_\_\_ Date of Request: \_\_\_\_\_

Club/Group: \_\_\_\_\_

Fundraiser/Event: \_\_\_\_\_

Location: \_\_\_\_\_ Date (s): \_\_\_\_\_

I have included a copy of my menu/price list with this request (required)

### Submit Requests to the Extension Office

[jbezio@co.winnebago.wi.us](mailto:jbezio@co.winnebago.wi.us) • 920-232-1974

625 E County Road Y • Suite 600 • Oshkosh, WI 54901

#### Office Use Only:

Approved by: \_\_\_\_\_ Date Health Dept Notified: \_\_\_\_\_

Date Regulations & Copy of Permit sent to requestor: \_\_\_\_\_