

Carroll Book Festival

c/o Carroll County Public Library
1100 Green Valley Rd.
New Windsor, MD 21776

Carroll County Health Department Bureau of Environmental Health

290 South Center Street Westminster, Maryland 21158 Telephone:

410-876-1884

Fax: 410-876-4430



Public Health
Prevent. Promote. Protect.

health.maryland.gov/carroll

carrollcounty.environmental@maryland.gov

Application for a Special Food Service Facility Temporary License

Fee for Application is \$50 and is non-refundable. Payment: ___ Check ___ Cash ___ Money Order ___ Credit Card

A \$15 late fee will be charged for any application received less than 14 days prior to the event. (Deadline is 9/4/26)

Events with non-consecutive dates must complete a separate application for each date.

For events with multiple food vendors, all applications must be sent to the event coordinator along with payment.

PLEASE PRINT CLEARLY

Event Information	Name of Event:		Event Date and Times:	
	Event Address Location:		Event Set up Date and Time:	
	Event Coordinator's Name:	Coordinators Phone Number:	Coordinators E-mail Address:	
	Public water on site: <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, provide the source of potable water:			
Applicant Information	Trading Name:		Applicant Phone Number:	
	Name of Applicant:		Applicant E-mail Address:	
	Applicant Street Address:	City:	State/Zip:	
	Do you have a Food Service Facility License in the State of Maryland? <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, please provide a copy of your license)			
Menu	Food Item	Where will the food be purchased?	Equipment utilized for each menu item. Please include transporting, holding, cooking	
Workers' Compensation	<input type="checkbox"/> This business or person does not and will not employ a covered employee, as defined at Md. Code Ann., Labor and Employment Title 9			
	<input type="checkbox"/> This business or person to be licensed or permitted has workers' compensation insurance: Company Name: Binder #:			
My signature below constitutes my agreement to comply with all Maryland regulations and Guidelines for a Special Food Service Facility.				
Printed Name of Applicant		Signature of Applicant		Date of Signature

GUIDELINES FOR SPECIAL FOOD SERVICE FACILITY TEMPORARY FOOD LICENSES

**The following are requirements which must be met to operate under a
Special Food Service Facility Temporary License.**

- Each applicant can apply for a Special Food Service Facility Temporary License for 30 Consecutive days. If the event is non-consecutive, an application and fee is required for each day of operation. Only consecutive dates can be submitted on a single application. No additional Licenses will be granted for an operator who has already reached their 52/day limit for the year. **The cost of application is \$50.00 per application.** Accepted payment is cash, check, money order, or credit card. **If you wish to pay by credit card, fill out the form below and select Credit Card as payment. CCPL will call the phone number on the form to secure credit card information and process payment.**
- All permits and fees whether for an individual event or a multi-vendor event must be submitted no later than 14 days prior to the event. If the application is received less than 14 days of the event a late fee of \$15.00 per application will be assessed and must be paid prior to approval of the license.
- Applications and payment can be mailed or dropped off to:
- Carroll Book Festival - c/o Carroll County Public Library, 1100 Green Valley Rd, New Windsor, MD 21776
ATTN: Vendors or emailed to vendor@carrollbookfestival.carr.org.
- **For events with multiple food vendors, all applications must be sent to the event coordinator along with payment.** The event coordinator is responsible to submit a complete packet to the health department for review, this packet must include a final list of all vendors attending, all applications, supporting documents, and application fees for review and approval. **NOTE: Any applications submitted separately and are part of a multi-vendor event will be mailed back to the applicant.** After the review of the applications, all approved licenses and receipts will be sent back to the event coordinator who will distribute to the vendors.
- If an approved event has either been canceled due to weather or you were unable to attend, you may notify our office in writing within 48 hours after the event was to take place. After verifying with the coordinator that either the event did not occur or that you did not operate, the day(s) will not count toward your 30 total days for the calendar year. **The fee paid will not be put toward future applications.**

Below are requirements for any applicant granted a license to operate under a Special Food Service Facility License:

1. Food must be prepared and stored at event location or your licensed food service facility.
2. Hand-wash facilities are required for operations that handle food products which are not individually pre-packaged or pre-wrapped. A non-toxic, easily cleanable water dispenser with potable water must be used for hand washing with a basin to collect wastewater. Glove use is required by any person handling ready to eat foods. No bare hand contact with ready to eat food is allowed.
3. Each stand must have coolers or other acceptable means or refrigeration to keep potentially hazardous foods at 41°F or below and each cooler or refrigeration unit must be provided with a thermometer.
4. Any foods requiring Cooking or Heating shall be rapidly heated to these minimum temperatures when measuring at the center of the food product. Additionally, each stand must have acceptable methods to maintain hot hold temperatures of 135°F.

Commercially Prepared Foods	145°F
Poultry and Stuffed Meat	165°F
Ground Beef & Comminuted Meats	155°F
Shell Eggs, Roast Beef, Pork Roast & Seafood	135°F
Reheat Food Temperatures	165°F

5. All stands preparing food must always have a calibrated food thermometer on-site and available.
6. All foods are to be wrapped or covered to protect them from contamination by dust, dirt, sneezing, coughing unnecessary handling by the consumer, and all other sources of contamination, during storage, preparation, display, and service.
7. All food and food contact items must be elevated off the floor or ground. All stands preparing foods must have overhead protection (i.e. tent or canopy) as well as an approved ground cover (i.e. concrete, asphalt, plastic tarps).
8. All Special Food Service Temporary Facility Events are subject to inspection by our office.