



**NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE
TEMPORARY FOOD SERVICE ESTABLISHMENT - EVENT SPONSOR GUIDELINES**

If you are sponsoring or organizing an event in New York City where food is being served or sold, such as a street fair, flea market or any other event, you must follow the guidelines below:

EVENT REGISTRATION

The sponsor of an event must register with one of the following New York City agencies before engaging in any events where food may be served:

STREET EVENTS:

Mayor's Office of Citywide Event Coordination and Management (CECM)
Street Activity Permit Office (SAPO)
100 Gold Street, 2nd Floor
New York, NY 10038
Phone: (212) 788-0025
www.nyc.gov/sapo

EVENTS IN PARKS:

New York City Department of Parks and Recreation
Office of Events Citywide
24 West 64th Street, 5th Floor
New York, NY 10023
Phone: (212) 408-0226
www.nyc.gov/parks

INDOOR OR OUTDOOR OFF-STREET EVENTS WHERE FOOD WILL BE SOLD OR SERVED:

New York City Department of Health and Mental Hygiene
Bureau of Food Safety & Community Sanitation
125 Worth Street, Room 930, CN 59A
New York, N.Y. 10013
Phone: (212) 676-1600/50
infobfscs@health.nyc.gov

ADDITIONAL DOHMH REGISTRATION REQUIREMENTS

As the sponsor or organizer of an event where food may be served, you are the contact person for the Department of Health and Mental Hygiene (DOHMH) and a link to the food vendors participating at your event. Should someone attending an event contract a food borne illness, the DOHMH must investigate the source of the illness and the event sponsor/organizer is a critical link in the Department's ability to reach out to the vendor. This action is critical in limiting the extent of an outbreak and assuring that precautions are taken in the future to prevent a recurrence.

REQUIREMENTS

At least 30 days prior to the event, the event sponsor/organizer must submit to the DOHMH a:

1. List of participating food vendors/Temporary Food Service Establishments (TFSEs)
 - a. Every unit from which food is being sold requires a valid TFSE permit issued by the DOHMH.
 - b. Vendors may obtain TFSE Permits in-person at the Citywide Licensing Center located at 42 Broadway NY, NY 10004. Operating hours are from 9 AM until 5 PM, Monday through Friday.
 - c. An updated list of TFSE vendors must be submitted to the DOHMH Bureau of Food Safety and Community Sanitation whenever changes occur.
2. List of identifying information for each TFSE including:
 - a. TFSE permit number
 - b. TFSE permit expiration date
 - c. Type of food being served

EVENT SPONSOR RESPONSIBILITIES

The Event Sponsor is required to:

- Ensure that participating food vendors possess a valid TFSE permit or are operating under an existing Food Service Establishment Permit or Mobile Food Vending Permit.
- Ensure that all participating Food Service Establishments (Restaurants) possess a valid FSE permit (H25). A copy must be held on-site and made available upon request by a Department Inspector or NYPD officer.
- Keep and maintain records of all participating food vendors, and management of the event at which TFSEs provide food service for 90 days.

SITE PREPARATION

TFSE events may be held indoors or outdoors, and in public or privately owned or leased premises. If the event is held on a privately owned property, the event sponsor must provide the DOHMH with a signed contract with the property owner authorizing the sponsor to use the property.

WASTE MANAGEMENT

The Event Sponsor is required to:

- Provide an adequate number of receptacles for the storage and disposal of refuse, garbage, and recyclable items during and after the event.
- Arrange for appropriate daily storage and disposal of waste water generated by each TFSE at an event.

CLEANING AND MAINTENANCE

The Event Sponsor is required to provide and maintain portable chemical toilets, hand washing sinks equipped with hot and cold running water, and drying facilities for use by TFSE food workers and patrons.

FAILURE TO MEET THE ABOVE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF NOTICE(S) OF VIOLATION TO THE EVENT SPONSOR/ORGANIZER AND/OR FOOD VENDORS THAT MAY RESULT IN MONETARY PENALTIES.

TEMPORARY FOOD SERVICE ESTABLISHMENTS THAT ARE FOUND TO BE OPERATING WITHOUT A VALID PERMIT OR THAT PRESENT AN IMMINENT HAZARD TO THE PUBLIC SHALL BE ORDER CLOSED BY THE DEPARTMENT AND CEASE ALL FOOD SERVICE ACTIVITIES.