

Dear Special Event Food Service Provider:

Welcome to the City of Harrisburg! The City takes the health and welfare of our residents and visitors very seriously. The issuance of a Health License insures the safety and quality of the food served and the individuals providing the services. Providing food service, for profit or non-profit, in the City of Harrisburg is illegal without appropriate licenses. Failure to secure and display these licenses can result in fines of up to \$1000 per day and/or 30 days in jail. **This license applies to those doing special events, such as Kipona and MusicFest, as well as, events in our City Parks.** All licenses are specific to one stand and one owner, and are limited to one trailer or under one roof. You are required to have a license for each stand whether side-by-side or separate. In addition to the guidelines on your specific application, please note the following in regards to your Health License:

- **Effective July 1, 2004, all for-profit food service providers are required to have one supervisory staff person in compliance with the Pennsylvania Food Employee Certification Act;**
- A double application fee applies to anyone not submitting the application at least 10 working days before the event;
- All vendors are required to carry the \$50.00 General License from the Tax & Enforcement Office; contact the Tax & Enforcement Office at (717) 255-6513 if this application has not been enclosed;
- This license is specific to the time frame indicated for that specific event;
- Health, Business Privilege and Mercantile Licenses are not transferable and are non-refundable;
- All licensed establishments are subject to formal and informal inspections. The results of formal inspections are public domain and may be displayed in a public forum;
- All licenses are subject to suspension and/or revocation for failure to follow applicable laws and guidelines. These are posted in the Bureau of Codes Administration, Suite 205 in the City Government Center, located at 10 N. Second, Harrisburg, PA 17101.

Whereas, it is our responsibility to enforce the laws and guidelines governing this department, it is also our desire to see you succeed and flourish. Please review the enclosed, provide all application information and return with appropriate payment. You will be notified within 7-14 days of the status of your application. Feel free to contact me at (717) 255-6553 with any questions or concerns you may have.

Good luck in your venture!

Health Officer

Date of Application: _____ Business Name: _____

Special Event: _____ Event Date(s): _____ Total Days: _____

**City of Harrisburg
Special Event Health License**

A health license is required for all food and beverage vendor/stands in the City of Harrisburg. You are exempt from said license if you already hold a Class D license. A license is good for one stand, which is defined as less than one continuous roof/cover and/or one trailer. **Each stand must have a valid license.** *If you are licensed and/or registered by another municipality or state, attach copy of license/registration.*

Type F License: Number of Days: _____ x \$15/day = \$ _____ Amount Due

Business Name: _____

Business Address: _____

Mailing Address (If different than above): _____

Business Telephone #: (_____) _____ Cell Phone#: _____

Owner's Name: _____

Owner's Address: _____

Mailing Address (If different than above): _____

Owner's Telephone #: (_____) _____ Cell Phone#: _____

If the individual operating the stand during event is not the owner, the following must be completed:

Manager's Name	Daytime #	Evening #
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A Sketch or picture of stand with a list of all equipment must accompany this application.

- All equipment must meet National Sanitation Foundation specifications.
- All stands are required to have potable water, the ability to warm water for utensil washing, soap & towels for hand washing and an approved sanitizing solution.
- Appropriately equipped heating and refrigeration units capable of holding hot foods at or over 135°F and cold foods at or below 41°F

On the back of this application, or as an attachment, provide:

- A copy of PA Food Employee certification card for supervising staff person.
- A detailed listing of proposed foods and/or menu.
- A list of Wholesaler(s) / Supplier(s) and their address and phone number(s).

License Total: \$ _____

Double Permit fee if submitted less than 10 days prior to event: x2

Total Due: \$ _____

Detailed List of Proposed Food and/or Menu

List of Wholesaler(s) / Supplier(s)

Name	Address	Phone
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Any Additional Information: _____
