

The following information applies to all temporary event food service where food is offered to the public. Where any advertising or inducement exists for the community to attend, an event will be considered “public”.

**Licensing:**

Each temporary food operation (any site, location or stand where food is prepared, served, or sold) is responsible for obtaining a Temporary Event Food License. This includes churches, community organizations, volunteer and social groups as well as existing restaurants that extend their foodservice to the outside. Mobile trailers, trucks and pushcarts may also need to obtain a Temporary Event Food License in addition to or in lieu of a Food Peddler’s permit. Vendors without a proper license must not be allowed to set-up and operate. Please submit a list of the food vendors that will be at your event to our office at least 30 days prior to the event.

Vendors may obtain a Temporary Food Dealer License Application and instructions:

- At The City Clerk’s Office License Division, City Hall Room 105, 200 E Wells St. (Monday through Friday from 10:00 a.m. to Noon and from 1:30 p.m. to 4:30 p.m.)
- On the internet at: [www.milwaukee.gov/licenses](http://www.milwaukee.gov/licenses)
- By calling (414) 286-2238 or emailing: [license@milwaukee.gov](mailto:license@milwaukee.gov)

Temporary Event Licenses or Transient Licenses from other municipalities within the State of Wisconsin will be accepted.

All temporary event food operations will continue to be inspected by the Health Department. Unlicensed operations or unsafe food practices found at any time during the event will result in booth closure.

**Food Safety:**

Due to a number of factors, including limited physical facilities and equipment, safe food preparation at temporary events is challenging. If food or drink is not prepared and handled safely, the public’s health may be at risk. Event coordinators can help assure the safety of food by doing the following:

- Determine where approved drinking (potable) water can be obtained for use by food vendors. Contact the Department of City Development at (414) 286-8210 for information on utilizing street fire hydrants. Connections to city water for use by food vendors must be made using approved hoses and backflow prevention. Plumbing connections will be inspected by the Department of Neighborhood Services (414) 286-3361. If city water is not available, potable water may be brought to the site in a water buffalo or by other means.

- Arrange for the proper disposal of trash, grease, and wastewater by furnishing disposal barrels. Vendors cannot use the sewer system to dispose of grease and wastewater. Check with the Department of Public Works (414) 286-3329 or local waste disposal companies for services.
- Arrange a source of electricity for food vendors and a licensed electrician for service. Each vendor's exact electrical needs need to be determined before the festival. Generators may need to be used if there is not a nearby electricity source.
- Provide adequate toilet and handwashing facilities. Handwash facilities must be provided outside of petting zoos and portable toilets.
- Coordinators may also provide a refrigerated truck and a conveniently located, properly plumbed four compartment sink with attached drainboards and hot and cold running water. Several food booths could then utilize these facilities.

Only limited food preparation is allowed in a temporary food stand. All extensive food preparation must be done in a Health Department approved restaurant, school, church kitchen, etc. **No food provided for public consumption may be prepared or stored in a private residence.**

Vendors may obtain Food Safety Guidelines at: [www.milwaukee.gov/tempfood](http://www.milwaukee.gov/tempfood), or at the Health Department main office, 841 N. Broadway, Room 304 (Monday through Friday from 7:30 a.m. to 4:45 p.m) or by calling (414) 286-3674. The City of Milwaukee Health Department can provide food safety training for vendors. Requests for training and questions regarding your festival food service should be directed to Temporary Events Coordinator Sadie Schuldts at (414) 331-0101.