

Village of Ridgewood
One Day School Event Guideline

(To be used for events that do not have a licensed food vendor)

Please note that completing and returning the application is the only requirement when it event is not for profit, if the event is for profit there will be a \$50 fee required.

Event Name: _____ Location: _____

Date (Include rain date) _____

Start time _____ End time: _____ (inc. Set-up time)

Contact Name: _____ Cell Number: _____

Email: _____

Signature and Title of person responsible for Event and food safety compliance:

Food Information: List All Food/Beverage Products That Will Be Prepared, Sold, or Given Away. If the food is not prepared on-site, specify where it will be prepared

- ✓ This form does not need to be completed if providing takeout pizza, individually pre-packaged food (chips, candy etc.), popping fresh popcorn onsite, knowing that gloves must be worn and changed when handling ready-to-eat foods to avoid bare hand contact.
- ✓ After being cooked to proper temperatures, all hot food must be kept above 135* F; hot food should be kept over sternos and covered.
- ✓ All cold food must be held at 41*F and below and covered. Ice and icepacks are acceptable methods.
- ✓ Gloves, tongs or other barriers must be used to prevent bare hand contact with ready to eat food (including ice).
- ✓ Calibrated thermometers needed where food is being stored (Coolers/warmers).
- ✓ Garbage receptacles with a cover must be provided at each table and must be removed after the event.
- ✓ Acceptable sanitizer must be on site and used throughout event. Bleach and water solution acceptable.
- ✓ A hand wash station must be set up using a spigot with hot water, soap and paper towels. (Access to nearby hand sink acceptable).
- ✓ Health Department recommends that at least one person has a Food Handler's Certificate.

*The Health Department does not need notice when there are bake sales, the ingredients are to be listed, food is to be pre-packaged and the following disclaimer be displayed:

8:24-11.4 Cottage food point-of-sale notice, packaging, and labeling

"This food is prepared pursuant to N.J.A.C. 8:24-11 in a home kitchen that has not been inspected by the Department of Health."

Kindly return this ODSE Guideline back to gdandrea@ridgewood.k12.nj.us as soon as conveniently possible so that it can be shared with the Village Health Department

REMINDER: An inspector from the Health Department will be on the premises to determine compliance. Please call 201-670-5500 x2241 or email Mfermincornelio@ridgewoodnj.net if you have any concerns or questions prior to the event.

Revised 9/20/23