



**BALTIMORE CITY HEALTH DEPARTMENT  
BUREAU OF ENVIRONMENTAL HEALTH  
ENVIRONMENTAL INSPECTION SERVICES**  
1001 E. Fayette Street  
Baltimore, Maryland 21202  
**410-396-4425**



**APPLICATION FEE:** \$50.00 Make check or money order payable to: The Director of Finance.  
An application with completed menu must be submitted by each booth/stand.  
Once issued, the license must be posted in the corresponding booth or stand for the duration of the event.

**TEMPORARY FOOD SERVICE FACILITY LICENSE APPLICATION  
EVENTS COVERING 14 DAYS OR LESS (COMAR 10.15.03.02§B)**

NAME OF APPLICANT:

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APPLICANT ADDRESS:

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TELEPHONE:

E-MAIL:

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ORGANIZATION OR COMPANY NAME:

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Type of Event:     Festival     Parade     Fair     Trade Show     Block Party     Carnival

Other: \_\_\_\_\_

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EVENT NAME:

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EVENT SPONSOR NAME:

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PHONE:

EVENT SPONSOR'S EMAIL ADDRESS:

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LOCATION NAME:

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ADDRESS:

ZIP:

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CONTACT PERSON AT EVENT:

TELEPHONE/CELL:

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EVENT START DATE:

EVENT END DATE:

EVENT START TIME:

EVENT END TIME:

FROM: \_\_\_\_/\_\_\_\_/20\_\_

FROM: \_\_\_\_/\_\_\_\_/20\_\_

FROM: \_\_\_\_AM/PM

TO: \_\_\_\_AM/PM

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Have you provided the following documents with this application: (Circle)

A letter of approval from the sponsor of the event.	Y	N
A permit from Special Events (if you are the event sponsor).	Y	N
A permit from Recreation and Parks (if you are the event sponsor).	Y	N
A completed menu.	Y	N
The application fee (\$50.00 check or money order drafted payable to: Director of Finance).	Y	N

SIGNATURE:

DATE

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# TEMPORARY FOOD SERVICE FACILITY LICENSE APPLICATION

## EVENTS COVERING 14 DAYS OR LESS (COMAR 10.15.03.02§B)

### INSTRUCTIONS

If you are intending to prepare and sell or give away food at a public event such as a fundraiser, carnival, bazaar, meeting or special event you will need to apply for a Temporary Food Service Facility License unless:

- You are a caterer and hold a valid Maryland caterer's license and you intend to complete the major food preparation for the event at your licensed food service facility, or
- You are hosting the event and you or your organization will not directly prepare, sell or give away any food (please complete BCHD Form SPC-EVT).

All others, including restaurants without a caterer's license, must apply for a Temporary Food Service Facility License to participate in the event.

All vendors participating in the event must display either a copy of a valid Maryland caterer's license or a temporary food service facility license at their booth or stand.

To apply, please complete the attached application at least 15 days prior to the scheduled activity.

Return the completed application along with payment to:

Baltimore City Health Department  
Bureau of Environmental Health  
1001 E. Fayette Street  
Baltimore, Maryland 21202

or fax to: (410) 396-5986.

Please contact the Baltimore City Health Department at (410) 396-4427 if you have any questions regarding this Temporary Exemption application.

***DO YOU INTEND TO PROVIDE ENTERTAINMENT AT YOUR EVENT?  
DO YOU THINK YOU MAY EXCEED PERMISSABLE SOUND LEVELS?  
IF SO, YOU MAY WISH TO APPLY TO FOR  
A TEMPORARY EXEMPTION FROM NOISE RESTRICTIONS!***

**THERE IS NO FEE FOR THE EXEMPTION, HOWEVER GRANTING AN EXEMPTION REQUEST IS WITHIN THE DISCRETION OF THE BALTIMORE CITY COMMISSIONER OF HEALTH. USE BCHD FORM 9-303 TO APPLY.**