

FACT SHEET TO COMMONLY ASKED QUESTIONS FOR CHILI COOK OFFS, FUNDRAISING EVENTS, AND PRIVATE PARTIES THAT SERVE FOOD

All foods served to the public must be made at the temporary food licensed event or in an approved licensed kitchen. **No private home prepared foods are allowed.**



Each individual or group that prepares food should have a license, or work under someone who allows that person to utilize their food license. If an establishment allows someone to prepare food in their licensed kitchen, they must have a designated person in charge to oversee the processes.



A licensed facility can plan events outside of their facility. If all food is prepared at the licensed kitchen, and just transported and hot or cold held for dispensing, no further licensing is required. If further cooking, reheating, slicing, or dicing of foods is done off site, a temporary food license is required.



Menu based foods cooked outside the licensed facility, but on that facilities property, can operate on an existing license. If licensed facilities want to go above and beyond their menu and prepare foods outside on their property, they may need additional license.



Private parties do not require a license and this department does not enforce where food is made.

A private party is not advertised to the public at all through any means. It must be in a separate building or room divided by closed doors. You cannot have a private party within a serving area to public patrons. An example would be having a crockpot of BBQ on a table within the bar serving area. **THIS WOULD NOT BE ALLOWED.**



If offering potentially hazardous food for free or serving these foods at a fundraiser or benefit, a temporary food license is required.



Anytime you serve food to the public at a temporary food event, contact this department to inform us of the event and to determine if a license is required. Our goal with licensure is to provide food safety education and to prevent a foodborne illness.



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