



**Township of Randolph**  
Department of Health  
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[www.randolphnj.org](http://www.randolphnj.org)

# Event Organizer Registration

**Fee: \$0**

APPLICABLE TO BONA FIDE EVENTS ONLY. EVENT SPONSOR MUST PROVIDE WRITTEN PROOF OF INVITATION TO INVITED FOOD VENDORS. EVENT LOCATION MUST BE APPROVED BY RANDOLPH TOWNSHIP AND PROPERTY OWNER. EVENT SPONSOR IS RESPONSIBLE FOR OBTAINING MUNICIPAL LAND USE, FIRE DEPARTMENT AND POLICE DEPARTMENT APPROVALS. OBTAINING SAID APPROVALS IS A CONDITION OF REGISTRATION.

**A BONA FIDE EVENT SHALL MEAN AN EVENT WHEREBY THE PUBLIC IS INVITED AND WHERE THE EVENT ORGANIZER IS SEEKING TO OFFER THE COMMUNITY A SOCIAL EVENT OR FUNDRAISING ACTIVITY LOCATED ON PRIVATE NON RESIDENTIAL OR PUBLIC PROPERTY. IT IS NOT THE MERE SALE OF FOOD FROM A MOBILE UNIT WITHOUT A RELATED EVENT OR ACTIVITY THAT IS OPEN TO THE GENERAL PUBLIC. Randolph Ordinance Section 14-261(c)**

<b>EVENT SPONSOR INFORMATION</b>		
Name of Sponsor		
Address		
Telephone	Fax	E-Mail
<b>BONE FIDE EVENT INFORMATION</b>		
Operating Date(s)	Hours	
Building you are utilizing		
Brief Description of Premises or Event Diagram (attach additional sheets if necessary)		

INVITED FOOD VENDORS FOR THIS EVENT	FOODS TO BE SERVED

**AUTHORIZED REPRESENTATIVE SIGNATURE**

Signature of Authorized Representative		Date Signed
Print Name	Telephone	
Address		

By signing, the above named individual certifies he or she is duly authorized by the organization to serve in this capacity and has reviewed the "Important Food Safety Information" below.

**FOR OFFICIAL USE ONLY**

Date Rec'd	Fee Rec'd	Date Issued	License #

**RECYCLING NOTICE:** Pursuant to township ordinance, all generators of recyclable material are required to source separate solid waste and recycle. This means that as an Event Organizer / Licensee, you must provide bins for your patrons to deposit solid waste and recyclables. Once full, you may bring the material to our recycling center located at 1345 Sussex Turnpike during normal operating hours.

**IMPORTANT FOOD SAFETY INFORMATION**

The Randolph Township Health Department requests that you review the following recommendations for handling food and insure that all persons connected with the food handling process also review the list and follow the suggestions.

**Proper Cooling Practices**

- a. All solid and semi-solid cooked foods stored in refrigerators in containers that are no more than 4 inches in depth.
- b. All cooked foods cooled rapidly so that they are cooled to below 70°F within 2 hours.
- c. All foods stored in refrigerators to be at 45°F within 6 hours after removal from cooking or hot-holding devices.

- b. Pork, pork products, and foods containing pork heated to an internal (geometric center) temperature of at least 150°F.
- c. Foods properly thawed before cooking. (Foods of less than 3 lbs. can be cooked while still in the frozen state but others should be thawed first.)

**Foods Obtained from Safe Sources**

- a. No raw milk purchased or used.
- b. Water from safe, protected and approved sources.
- c. Shellfish from officially approved sources.
- d. Canned goods purchased or otherwise obtained from only approved commercial sources. (No home-canned foods.)
- e. Mushrooms from approved sources; not gathered from fields or woods.
- f. Meat and meat products from officially inspected sources.
- g. No checked or cracked eggs purchased other than the small percentage that might normally be expected to be in cartons.
- h. Only pasteurized, dry, liquid or frozen eggs purchased or used.

**Prevention of Cross Contamination**

- a. No direct contact of raw foods of animal origin with cooked foods or no drip or aerosols from these raw foods onto cooked foods.
- b. No cooked foods processed on the same equipment or stored in the same containers that have been used for raw foods, or contaminated by thaw water or aerosols without cleaning thoroughly and sanitizing between such usages, or use separated equipment for cooked and raw foods.

**Proper Hot-Holding Practices**

- a. Food put into hot-holding devices at temperature at or above 140°F, unless hot-holding is an integral part of post-heating temperature rise of the food.
- b. Foods held in hot-holding devices at temperatures above 140°F.

**Adequate Reheating of Cooked Foods**

- a. Foods cooked on preceding days, several hours before serving the same day, or left over from previous meals, are reheated to a temperature at the geometric center of at least 165°F if the quantity of food is greater than 3 lbs.
- b. These foods are reheated to a temperature at the geometric center of at least 165°F if less than 3 lbs.

**Adequate Cooking of Certain Potentially Hazardous Foods**

- a. All poultry products, foods containing poultry (or poultry dressing) cooked to an internal (geometric center) temperature of at least 165°F.

- c. No worker handling foods that are cooked or that will receive no further heating after touching raw foods of animal origin unless the worker thoroughly washes (generates lather) his hands between the operations.
- d. No grinding of raw pork and then of beef, lamb or other meats in the same grinder without washing and sanitizing between uses.

**Prevention of Contamination by Workers**

- a. Managers trained and demonstrate proficiency in knowledge of foodborne disease prevention.
- b. Workers who have diseases that can be transmitted by foods or who have symptoms (diarrhea, fever, rhinorrhea, jaundice, sore throat) or diseases (colds or sinusitis) that promote the spread of foodborne pathogens or who are infected with certain pathogens (Shigella spp., *Salmonella typhi*, or others designated by the Health Officer) that can be transmitted by foods, are either sent home or restricted to non-food-contact activities, depending upon the mature of the disease or infection.
- c. No infected lesions (boils and other pus-containing lesions) on workers who touch foods which will not be subsequently heated.
- d. Workers wash hands thoroughly (generate lather) after visiting the toilet, smoking, coughing, sneezing, blowing or picking nose, or touching sores or bandages.
- e. Workers do not touch cooked foods with hands.

- f. Adequate facilities (lavatory with hot water, soap and single service towels) in food preparation area for hand-washing.
- g. Adequate toilet facilities for workers & approved sewage disposal.

**Prevention of Contamination from Other Sources**

- a. Kitchen equipment (such as slicers, grinders, cutting boards, preparation and carving knives, storage pots, or containers) and preparation utensils effectively washed, rinsed and disinfected.
- b. No cross-connections between sewer lines or auxiliary (unapproved) water lines and drinking or food-preparation water lines.
- c. No storing of high-acid (pH 4.5 or lower) foods in containers or conveying them in pipes of alloys that contain toxic materials such as antimony, cadmium, copper, lead or zinc.
- d. No packaging of foods in materials through which toxic materials could migrate to the foods.
- e. No addition of chemicals or food ingredients that produce toxic reactions in man to foods to levels exceeding culinary requirements during preparation or in known hazardous levels.
- f. All poisonous substances properly labeled.
- g. No poisonous substances stored in the same room as foods.
- h. Approved pesticides used and applied in a manner that precludes contamination of foods.
- i. Stored foods not subjected to sewage drippage, overflow, or backflow, or other exposure to water or moisture.