



## **INFORMATION FOR BOROUGH OF FANWOOD SPECIAL EVENTS IE: FANNY WOOD DAY, SPRING STREET FAIR ETC....AND FOR FLEA MARKET PARTICIPANTS**

In order to prevent confusion and lost opportunities, the following check list is being provided by the Fanwood Board of Health. This list is relative to approval and licensing procedures for vendors and/or participants at special events in the Borough of Fanwood.

1. No less than ten days prior to the event (no exceptions will be made), all food vendors must contact the Secretary of the Fanwood Board of Health, Colleen Huehn for an application for a Temporary License (908-322-8236 Ext 126).
2. Upon the receipt of a completed application along with the appropriate fee, Jesse Powell from the Health Department will contact the vendor to review proper cooking, refrigeration, handwashing techniques etc. and to inspect the food truck if applicable.
3. Once Mr. Powell approves the vendor, a license will be issued. The license is only good for the day of the event. Rain dates will be acknowledged. The fee for this license is non-refundable in the event of inclement weather.
4. If the food vendor will be using propane or a similar device for cooking food (or for heating a tent), a permit must be obtained from the Fanwood Fire Department. Please call 908-322-5326 for details about this permit.
5. In the event that there will be livestock at the affair ie: pony rides, petting zoo, etc. the animal handlers must contact the Westfield Regional Health Department (908-322-4070 Ext. 4078) to insure proper animal inoculations have been obtained.

The above information is relative to proper licensing only. There may be other Borough regulations that a vendor will need to abide by. You can contact the Borough Administrator if you have any questions about a Borough Ordinance ie: games of chance, raffles, liquor consumption, etc. (908-322-8236 Ext 123)

The Board of Health reserves the right to refuse and/or revoke a license if it is determined that the vendor is not abiding by the Sanitary Regulations of the Borough of Fanwood.