



EVENT PERMIT APPLICATION

07/01/2022

Permit Department

Tel. (956) 565-3114 ext. 128 / 129 / 130
 400 S. Ohio Ave,
 Mercedes, TX 78570
 Email:
planningdept@cityofmercedes.com

Type of Event	Fees	Number of Days
Benefit-Non Profit	\$50.00 no tax-exemption	Per Single Event
Benefit-Non Profit	\$25.00 with tax exempt Certificate	
Event Permit	\$75.00 Coordinator Vendor \$15 per Booth	For Duration of Event
Holiday /Outdoor Vendor	\$25.00	Per Day
Carnival/Circus Operating Permit	\$500.00 + Set-Up Inspection Fee \$100.00	

CHECK ONE: Benefit/ Fundraiser Community Event Church/School Festival Other _____

EVENT INFORMATION (PLEASE PRINT CLEARLY)

Name of Event/Purpose of Event: _____

Event Address/ Location: _____

Date(s) of Event: _____

Hours of Operation: _____

Total # of Booths: _____ Booth Type: _____ Food Vendor Yes No

Organization Name: _____

Contact Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Contact Phone#: _____ E-mail Address: _____

- **ATTACH A COPY OF A VALID GOVERNMENT ISSUED PHOTO I.D. FOR THE EVENT ORGANIZER**
- **ATTACH A COPY OF TEXAS STATES TAX CERTIFICATE AND/OR PROOF OF TAX EXEMPTION**
- **ATTACH A COPY OF CURRENT FOOD HANDLER PERMIT/ID**

Applicant Signature: _____ **Printed Name:** _____ **Date:** _____

All applications must be completed and submitted to this department three (3) days prior to event
ALL FOOD MUST COME FROM AN APPROVED SOURCE.

The above organization has my permission to hold an outdoor sale on my business property for the date indicated:

Signature: _____ **Printed Name:** _____ **Date:** _____

For Office Use Only:

Date Submitted: _____ **Amount Paid: \$** _____ **Receipt #:** _____

1st Booking: _____ **2nd Booking:** _____ **3rd Booking:** _____ **4th Booking:** _____ **5th Booking:** _____ **6th Booking:** _____

Zoning: _____ **Parking:** Yes No APPROVED DENIED **Permit #** _____ **Expires:** _____

Approval: _____ **Date:** _____

Queen City of the Rio Grande Valley

SANITARY REQUIREMENTS FOR TEMPORARY FOOD BOOTHS

The City of Mercedes Health Department has released the following guidelines for persons or organizations planning to operate temporary food or drinking stands;

1. All potentially hazardous foods (milk products, eggs, meats, poultry, fish, shellfish, etc.) must be maintained at an internal temperature of 45° or below when stored in cold storage and 140° or above when stored in hot temperatures at all times.
2. Adequate equipment must be provided to maintain potentially hazardous foods at required temperatures.
3. All potentially hazardous foods must be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils.
4. A hair retainer must be used by all food handlers such as hair nets, hats, scarves, etc.
5. Minimize the handling of all foods by using utensils, plastics gloves, etc.
6. All equipment and utensils must be properly washed and sanitized after being used
7. Do not store or place anything in ice that will be used for human consumption. An ice scoop must be provided for handling the ice.
8. Good personal hygiene practices must be followed.
9. A waste receptacle must be provided with a tight cover lid and must be kept covered when not in constant use.
10. Only authorized personnel must be permitted to handle all foods.
11. Enough potable water with a sanitizing solution shall be available for hand washing.
12. Sufficient clean water with some chlorine must be available for rinsing any utensil or equipment when necessary.
- 13.** The grounds shall be kept clear of any vegetation.