



TEMPORARY EVENT FOOD LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION

200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202

(414) 286-2238 LICENSE@MILWAUKEE.GOV WWW.MILWAUKEE.GOV/LICENSE

License Required

A license is required for any person or business selling and/or serving food at a temporary event. A temporary event is an event such as a fair, festival, fundraiser, carnival, circus, public exhibition, anniversary sale or occasional sales promotion that is held at a fixed location for not more than 14 consecutive days.

License is valid for one year from date of issuance and can be used at multiple temporary events.

If you will be at multiple booths and/or events at the same time, a separate license is needed for each booth/event.

Exemptions (license not required)

- Individuals/businesses selling or giving away only:
 - Canned or bottled non-alcohol drinks that do not need refrigeration.
 - Raw agriculture –includes fresh uncut produce, cottage food products, honey, cider, sorghum, maple syrup.
 - Pickle Bill items - pickles or other processed vegetables or fruits with an equilibrium pH value of 4.6 or lower.
 - Prepackaged Foods that do not require temperature control– includes chips, candy, nuts, cookies.
 - Sample size (2 oz. or less) food portions – includes Chili Cook Offs, Meatball Challenges, etc.
 - Fresh produce grown on a private residence, provided processing is limited to that needed to harvest the product and the produce is sold on site at the residence where the produce was grown by the individual who grew it.
- Nonprofit organizations operating a total of 3 or fewer days per calendar year.
- State of Wisconsin Mobile Food License holders.
- Licensed Food Peddlers (as long as they are operating within the limits of their license).
- Block parties which are not open to the general public.
- Licensed Food Dealers who have obtained a temporary extension of the food premises. The extension area must be contiguous (connected at some point) to the licensed premise. See the Food Dealer Temporary Extension Application.

Application Deadline:

Two Weeks Prior to Your First Event

Submit the Temporary Event Food License Application and fee payment to the License Division at least 2 weeks prior to your first event.

Applications received after the deadline date may not be processed prior to the first event or at all if additional events are not listed.

If your application is submitted after the 2 week deadline, you will not be eligible for a refund (full or partial).

Fees:

Fee:	\$195	Processing
	\$150	Retail Hazardous Non Processing

Filing/Payment Options:

- File by email to license@milwaukee.gov and an invoice will be emailed back to you for payment.
- File by mail and include a check made payable to the City of Milwaukee.
- File in person and pay by check, cash or credit card.

Weights & Measures License:

- If any scales will be used, an additional \$55 per scale is required to obtain a Weights & Measures License.

No applications or fee payments will be accepted at any events.

Proof of Registration with DFI Required

Corporation, limited liability company, and nonprofit applicants must provide proof of registration with the Department of Financial Institutions (DFI), Division of Corporate & Consumer Services, (608) 261-7577, <http://www.wdfr.org/>

Health Department Inspection/License Issuance

Before your first event, contact the Health Department at (414) 286-3674 for food handling and hand washing requirements.

If any processing will be done offsite, you must obtain a food establishment license for the offsite location, and the location is subject to inspection.



TEMPORARY EVENT FOOD LICENSE APPLICATION

OFFICE OF THE CITY CLERK, LICENSE DIVISION
CITY HALL, 200 E. WELLS ST, ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 license@milwaukee.gov

Office Use: Follow Up Date: _____
App # _____
Date _____
Initials _____
Paid _____
License # _____

SECTION 1 OPERATING INFORMATION – DETERMINE IF THIS LICENSE IS NEEDED

- Will any food processing be done onsite at events? ☐ No ☐ Yes
 - Will you be selling/serving any food items that require temperature control? ☐ No ☐ Yes
- If “No” to BOTH questions 2 and 3, DO NOT SUBMIT THIS APPLICATION. THIS LICENSE IS NOT NEEDED.
HOWEVER, YOU MUST OBTAIN A FOOD ESTABLISHMENT LICENSE IF PROCESSING FOOD OFFSITE.**

SECTION 2 BUSINESS INFORMATION

Legal Entity (check one):

☐ Sole Proprietor (Individual) ☐ Partnership

☐ Corporation/LLC Name: _____

☐ Nonprofit Organization Name: _____

Note: Nonprofit Organizations operating a total of 3 or fewer days per calendar year do not need to obtain this license.

Business/Trade Name: _____

Phone #: _____

Business Street Address (include city/state/zip code):
(cannot be a P.O. Box)

Email Address: _____ If provided, invoice will be emailed.

Mailing Address: ☐ Same as Business Address
☐ Other (include city/state/zip): _____

Name of Sole Proprietor or Agent of Corp/LLC/Nonprofit: _____

Date of Birth: _____

Home Street Address (include city/state/zip): _____

Partnerships: Provide the name, date of birth and home street address for all partners.

SECTION 3 EVENTS

Provide the name and date(s) of the first event you will attend:

Event Name	Event Date(s)	Event Address	Coordinator Name	Coordinator Email

At your first event, the Health Department will inspect your operations and, if in compliance, issue your license.

Office Use Only:

Follow Up: ☐ Email _____ ☐ Call _____ ☐ Mail _____
☐ Emailed License to HD _____ ☐ Non Payment – Email HD Date _____

SECTION 4 FOOD PROCESSING

Processing is defined as assembling, grinding, cutting, mixing, baking, coating, stuffing, packing, bottling, grilling, canning, extracting, fermenting, distilling, pickling, freezing, drying, smoking, or packaging.

Will any food processing be done at the event? ☐ No ☐ Yes

If Yes, check the types of food items:

☐ SNACKS & BEVERAGES

includes, but is not limited to, ice cream/soft serve, lemonade, snow cones, coffee, espresso, cappuccino, tea, fruit juice, smoothies, candy, dispensed soda, fruit cups, bakery, cookies, kettle corn, cotton candy, funnel cakes, fritters, tortilla chips w/ cheese

☐ MEALS

includes, but is not limited to, chicken, ribs, sandwiches, roasted corn, baked potatoes, hot dogs, brats, tacos, nachos w/ cheese and meat, French fries, cooked or deep fried vegetables/fruit, cooked cheese curds, corn dogs, egg rolls, salads

Will any food processing be at an offsite location? ☐ No ☐ Yes

If Yes, provide the address of offsite location: _____
and you must also obtain a Food Dealer License for the offsite location.

SECTION 5 FOODS REQUIRING TEMPERATURE CONTROL

Will you be selling/serving any food items that require temperature control? *Examples: milk, cheese, ice cream, fish, meat, poultry or other items requiring refrigeration*
☐ No ☐ Yes

If yes, list the food items: _____

SECTION 6 SCALES

Will any scales be used? ☐ No ☐ Yes If yes, how many? _____

An additional fee of \$55 per scale is required for a Weights & Measures License.

SECTION 7 ACKNOWLEDGMENTS & SIGNATURE

I understand that my booth(s) must meet Wisconsin Food Code requirements at the time of inspection or my Temporary Event Food License may be revoked. I understand I must obtain authorization from Milwaukee County for any events held on their property.

I understand if my application and fee payment are submitted fewer than 2 weeks before my first event listed in Section 3, there is a possibility the application may not be processed and a license may not be ready for the first event.

I further understand that if my application is submitted after the 2 week deadline, I will not be eligible for a refund (full or partial).

Signature of Individual, Partner, or Agent

Signature of Additional Partner(s)