

*******CHANGES FOR 2017-2018 LICENSING YEAR *****
EFFECTIVE 7/1/2017**

**LICENSING REQUIREMENTS FOR SERVING FOOD TO THE PUBLIC AT A
SPECIAL OR TEMPORARY EVENT**

Winnebago County Health Department issues temporary restaurant licenses/temporary retail food licenses to businesses or organizations that prepare, serve, give away or sell food **to the public** during events, celebrations, sales promotions or fund raisers.

If your group or event organizer will be advertising the event to the public in the paper, on street signs, with local media and/or on social media it is a public event and may be subject to licensing.

NO LICENSE OR PERMIT IS REQUIRED FOR:

- A meal following a church service intended for church members only
- A private event and event by invitation only
- A group pot-luck that is intended for the members only
- Prepackaged food that is not required to be kept hot or cold for food safety (bagged chips, candy bars, bottled water or soda, etc.)
- Whole fruits such as apples, oranges, bananas
- Lemonade stands, if lemonade or other drinks are made from a powder mix and potable water
- Bake sales, if all items are prepackaged for sale and do not require refrigeration
- Non-profit groups (youth groups, churches, service clubs, etc.) that prepare, serve or sell food to the public for **3 days or less** during a licensing period (July 1 to June 30)

WHEN IS A TEMPORARY RESTAURANT LICENSE REQUIRED?

TEMPORARY RESTAURANT LICENSE is required for any for-profit business.

If your business will be operating only in Winnebago County (excluding the City of Menasha), the Winnebago County Health Department will issue your Temporary Restaurant License.

If your business will be operating in multiple jurisdictions – a State Temporary Restaurant License will be required. You can contact the state at: 608-224-4923 or datcpdfslicensing@wi.gov. If you have a State Temporary Restaurant license and your business is inspected by Winnebago County Health Department during an event, you will be subject to an inspection fee.

NON PROFIT - TEMPORARY RESTAURANT LICENSE is required for organizations such as youth groups, churches, and service clubs (Boy Scouts, Rotary, Kiwanis, etc.) that prepare, serve or sell food to the public **4 days or more** during a licensing period (July 1 to June 30) in Winnebago County (excluding the City of Menasha).

If your business will be operating in multiple jurisdictions 4 days or more – a State Temporary Restaurant License will be required. You can contact the state at: 608-224-4923 or datcpdfslicensing@wi.gov. If you have a State Temporary Restaurant license and your business is inspected by Winnebago County Health Department during an event, you will be subject to an inspection fee. Please note that the State of Wisconsin does not have a Non Profit Temporary Restaurant License. All businesses operating 4 or more days will be issued a Temporary Restaurant License.

All licenses/permits expire annually on June 30.

*****GROUPS FOUND OPERATING WITHOUT PROPER LICENSING WILL BE SUBJECT TO A
DOUBLE LICENSE/PERMIT FEE*****

Winnebago County Health Department encourages organizers to follow safe food handling practices.

WHO TO CONTACT WITH ADDITIONAL QUESTIONS?

Winnebago County Health Department:
Phone: (920)232-3000
Email: health@co.winnebago.wi.us