



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

Winnebago County Health Department issues Transient Retail Food licenses (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 will 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 snacks, 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 TRANSIENT RETAIL FOOD LICENSE PROCESSING TCS (TEMPORARY RESTAURANT) LICENSE REQUIRED?

Transient Retail Food Processing TCS (**TEMPORARY RESTAURANT/RETAIL 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 license.
- If your business will be operating in multiple jurisdictions – a State License or a license issued by the city/county health department that you will be operating in at your first event will be required.
- If you have a State license or a license issued by another city/county health department and your business is inspected by Winnebago County Health Department during an event, you will be subject to an inspection fee.

Transient Retail Food Processing TCS **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) anywhere in the State of Wisconsin.

If your business will be operating in multiple jurisdictions 4 days or more – a license will be required. This license can be obtained from the State or another City/County Health Department. If you have a current license issued by the State or a City/County Health Department – we will honor that license and if your business is inspected by Winnebago County Health Department during an event, you will be subject to an inspection fee All businesses operating 4 or more days will be issued a Transient Retail Food 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