



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

All businesses or for profit groups will be required to obtain a Temporary Restaurant Permit. If the event is in the City of Eau Claire a City of Eau Claire Temporary Restaurant Permit will also be required. Daily, weekly, or monthly food service is not considered a temporary event and will require full licensing. Contact the Health Department for permit fees and food safety rules.

NON-PROFIT GROUPS SERVING FOOD

If your non-profit group is interested in serving food to the public then a Temporary Permit may be required. This permit allows you to serve or sell food to the public for a single special event that only lasts one day or is part of the Farmer's Market, Summer Concert Series, Fair, Festival or other community event. Non-profit groups are limited to 3 days in a licensing year. Permits are also location specific. Please be advised that the sale or service of some foods will require a license and others may not. Here are some guidelines to help determine if a permit is needed. If you have any questions about your event please contact the Eau Claire City-County Health Department.

Things to consider:

1. If your group serves or sells food **to the public** then you will need a permit. This means your group will be advertising the event to the public in the paper, on street signs with local media and/or on social media. You will not need a permit if:
 - It is a private event and by invitation only.
 - It is a meal following a church service intended for church members only.
 - It is a group pot-luck that is intended for the members only.
2. Some foods require a permit and others -do not.
 - a. Pre-packaged food that is not required to be kept hot or cold for food safety and whole fruits like apples, oranges, and bananas do not require a permit.
 - b. Lemonade Stands do not require a permit if it is lemonade or other drinks made from a powder mix and potable water.
 - c. Bake Sales- do not require a permit if the foods being sold are cookies, cakes, or other baked goods not requiring refrigeration.
 - d. The following are foods that **may** or **may not** require a permit, but consultation with the Eau Claire City-Health Department is required.
 - Pre-packaged food that you need to keep hot or cold for food safety.
 - Non-meal food sales such as cotton candy, snow cones, ice cream, pie, and other like foods.

All other foods will require a permit. **No home prepared foods will be allowed!** As stated before non-profit groups are limited to 3 days under the Non-profit Temporary Permit. If the event is longer than 3 days or your group wants to serve food for more than 3 days in a license year then a full temporary restaurant permit will be required and a City of Eau Claire Temporary Restaurant Permit will be required for an event in the City of Eau Claire.