



## TEMPORARY EVENT FOOD SERVICE APPLICATION

Completed form is to be returned at least 15 days prior to the event

Requirements for participating in a temporary event:

- Only **LIMITED** food preparation is allowed on-site.
- Menu (email final version to [eh@deltacounty.com](mailto:eh@deltacounty.com)).
- Commissary approval letter.
  - The need for a commissary is based on the menu, type of operation, event duration, and equipment and services available at the event.**
  - If you do not operate out of a licensed facility within 30 minutes of the event, you must arrange to have a commissary within 30 minutes of the event and obtain an approval letter from that commissary.
  - The commissary must be adequate to support the safe handling of food.
- Temporary handwashing must be supplied by either the vendor or the event coordinator.
- Do not dump any waste in the street (or on the event grounds). All waste must be disposed of in event trash bins or back at your restaurant/commissary.

NAME OF BOOTH/VENDOR: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

BOOTH/VENDOR CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

EVENT NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

EVENT DATE \_\_\_\_\_ HOURS OF OPERATION \_\_\_\_\_

EVENT COORDINATOR \_\_\_\_\_ PHONE # \_\_\_\_\_

COMMISSARY NAME \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

COMMISSARY LOCATION \_\_\_\_\_ PHONE \_\_\_\_\_

*AN APPROVAL LETTER FROM A REPRESENTATIVE OF YOUR COMMISSARY MUST BE ATTACHED*

WILL YOU BE PARTICIPATING AT OTHER EVENTS THIS YEAR? YES \_\_\_\_\_ (LIST BELOW) NO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE A COLORADO STATE FOOD SERVICE LICENSE? YES \_\_\_\_\_ ( # \_\_\_\_\_ ) NO \_\_\_\_\_

ITEM AND INGREDIENTS	PROCESS (COOLING, COLD HOLDING, REHEATING, HOT HOLDING)
Pork taco (shredded pork, pineapple, and cabbage slaw, cilantro, corn tortilla)	Pork is cooked and cooled at commissary. It is reheated and kept warm on the truck. Canned pineapple and pre-shredded cabbage are held cold until use.

Who supplies the food for your operation at the event?

What food handling/storage/cooking equipment will be used? List the type of equipment and how it will be used. (An example is a cooler filled with ice for cold holding)

How are cold and/or hot foods maintained below 41° F or above 135° F during transportation to the event?

How are food temperatures maintained DURING the event? (include equipment list):

Will leftover food be handled and stored for next day use? If YES, how? (Provide cooling & reheating procedures, equipment and storage location)

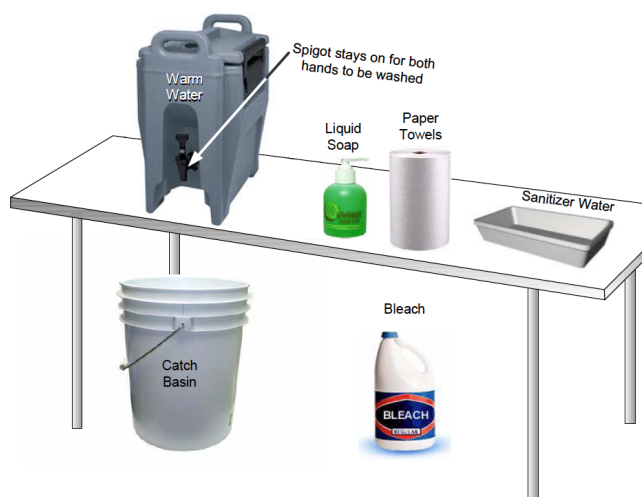
Will the event provide handwashing facilities for the food vendors at convenient locations?

Yes \_\_\_\_\_ No \_\_\_\_\_

If NO, please provide a description of your handwashing set-up (example on the right).

### COMMUNITY EVENT HANDWASH SETUP

For community events that operate 3 days in a row or less



Describe where and how frequently utensils and equipment will be cleaned and sanitized.

If you have any questions call the DCHD Environmental Health staff at 970-874-2165 or email us. Once completed, please submit all required forms/documents to [eh@deltacounty.com](mailto:eh@deltacounty.com).

Please note that a one-time \$150.00 fee is required for the calendar year for all temporary/special events. You can stop by the health department or call 970-874-2165 to pay the fee.

*I HEREBY AGREE TO COMPLY WITH THE RULES AND REGULATIONS GOVERNING THE SANITATION OF FOOD ESTABLISHMENTS IN THE STATE OF COLORADO. IF MY FOOD SERVICE FACILITY IS INSPECTED BY THE HEALTH DEPARTMENT AND FOUND TO BE IN VIOLATION OF ANY FOOD SERVICE RULES OR REGULATIONS, I WILL IMMEDIATELY CEASE FOOD SERVICE OPERATIONS UNTIL AUTHORIZED TO RESUME BY THE HEALTH DEPARTMENT.*

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HEALTH DEPARTMENT APPROVAL: YES \_\_\_\_\_ NO \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**A layout of the booth as it will be set up at the event must be submitted.** This layout should include the following information:

1. Food service perimeter and a description of the barrier used to inhibit public access.
2. Dimensions and type of over-head protection.
3. Type and locations of grills and other cooking or hot holding equipment.
4. Type and locations of refrigeration units or other cold holding equipment.
5. Food assembly and service tables, including appropriate protection of foods.
6. Type and location of hand-washing facilities and commissary.
7. Location of entrances/exits.

**You must include a diagram of the layout of your booth with this application.** Use a number or letter to identify each item on the plan which must include all of the items listed 1-7 above.