



Public Health

Important Information for Event Coordinators

Please read the following important information before organizing your event:

1. The *Coordinator Application for Temporary Events* must be submitted to Boulder County Public Health at least **10 working days** prior to the event.
2. Along with the coordinator application, a completed *Vendor Application for Temporary Food Events* must be included for **EVERY** food vendor that will serve food or beverages at the event. These applications must be submitted to Boulder County Public Health (BCPH) at least **10 working days** prior to the event.
3. The coordinator is responsible for submitting Boulder County inspection fees. Services are charged at \$0.90 per minute (\$54/hour) and include: reviewing applications, inspecting events, investigating complaints or illnesses, and other related duties for the event. Therefore, it is to your advantage to have all the paperwork correctly filled out and submitted on time. Coordinators traditionally charge their vendors up-front for this fee and estimate one hour of service per vendor.
4. The coordinator must provide a **MAP** of the event site displaying the booth locations and labeling vendor names.
Note: Vendors with multiple locations at the same event will need a separate license for each location. Vendors sharing a booth cannot share a license.
5. Temporary event and mobile unit licenses issued by other Colorado counties (excluding the City/County of Denver) may be honored by Boulder County Public Health. Please ensure a copy of the license is attached to the vendor application.

Please submit completed applications for review to:

Boulder County Public Health
Environmental Health Division
3450 Broadway
Boulder, CO 80304
Fax: 303-441-1468
Phone: 303-441-1564

EVENT COORDINATOR APPLICATION

EVENT INFORMATION

Name of the Event: _____

Date(s) of the Event: _____

Location of the Event: _____

Time of the Event: (Days and times) _____

Expected Number of Patrons: _____

Expected Peak day(s) - if event is longer than 1 day: _____

Anticipated Number of Food Booths: _____ *(Complete Vendor Information List and attach)*

Event Coordinator's Name: _____

Coordinator's Phone Number: (_____) _____

Coordinator's Fax Number: _____

Coordinator's Mailing Address: _____

City _____ State _____ Zip Code _____

Coordinator's E-mail Address: _____

Contact Person during the Event (if different from above): _____

Contact Phone Number on Day of the Event: (_____) _____

SERVICES PROVIDED ON-SITE TO FOOD VENDORS (Check all that apply and provide detail if necessary):

Water Supply:

- Potable water taps will be provided on site.
- Vendors must bring their own water supplies.

Wastewater:

- Liquid waste collection tanks / receptacles will be provided on site.
- Vendors must arrange for their own wastewater disposal.

Electricity:

- No electricity will be supplied on site.
- Access to electricity will be provided on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use generators on site.

Trash / Refuse:

- Trash receptacles will be provided throughout the event for the public.
 - Dumpsters will be provided on site for vendor and public trash removal.
- How often will they be serviced? _____

Toilet Facilities:

- Public restrooms with toilets will be available. How many? _____
 - Portable toilets. How many? _____
- How often will they be serviced? _____

Handwashing Facilities:

- Public restrooms with handwashing sinks will be available.
- How many? _____



Portable handwashing stations will be available. How many? _____
How often will they be serviced? _____

Other Services:

- Refrigerated truck(s)
- Commissary kitchen (Provide a list of available equipment in kitchen.)
- Ice

TEMPORARY EVENT SITE MAP

Provide a labeled map of the entire temporary event area, and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- All food preparation and service areas on the event grounds
- Food vendor booths
- Roadways, sidewalks, and walkways
- Refrigerated trucks (if applicable)
- Commissary kitchen (if applicable)
- Petting zoo (if applicable)





Important Information for Vendors at Temporary Events

As a food vendor, you are responsible for ensuring that your operation complies with the *Colorado Retail Food Establishment Rules and Regulations*.

- All vendors must hold a current Colorado Retail Food License for a mobile unit or for temporary events unless the vendor is a charitable or nonprofit organization.
*This license is required in addition to any retail food license that a vendor may hold for a permanent retail food operation.
- The Vendor Application for Temporary Food Events must be submitted to the event coordinator. Ask your event coordinator for the deadline required to submit these documents. Event coordinators must forward the applications to Boulder County Public Health (BCPH) at least 10 working days prior to the event. Food service will not be permitted unless prior approval is granted by BCPH. Food service will be limited to those foods listed on the application and approved.
- All foods (including ice) must be prepared in a commercial kitchen approved by Boulder County Public Health. All foods must be pre-cut, already prepared, and ready for cooking or service when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is prohibited.

Minimum Requirements for Application Approval

1. **Handwashing.** A handwashing station must be provided in each food booth. Service of food items will not be allowed without a proper handwashing station. All wastewater must be disposed of to the sanitary sewer system.
2. **Bare-hand contact.** Direct hand contact with ready-to-eat foods is prohibited. Serving utensils or gloves must be used to prevent bare-hand contact. Employees must wash their hands before putting on gloves and when changing gloves. Gloves do not replace the need for handwashing.
3. **Hot holding and cold holding.** Potentially hazardous foods, such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans, must be maintained at 41°F and below or 135°F and above at all times during the event. Food items may not be served if they are not at proper temperatures.
4. **Food thermometer.** An accurate food probe thermometer (0°F to 220°F range) must be used to monitor food temperatures.
5. **Transport.** Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F. Only smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam are not approved for use.

6. **Cooling.** Cooling of foods at the event is prohibited. All advanced cooling must be done at the commissary. Foods must be rapidly cooled from 135°F to 70°F within 2 hours, then to 41°F within 4 hours. Food prepared at room temperature must be cooled to 41°F within 4 hours. Approved methods are: shallow 2-4" deep containers of food uncovered in refrigeration; ice bath stirred often; ice paddle used with ice bath or refrigeration.
7. **Dishwashing.** On-site washing in tubs/basins or 3-compartment sinks is not allowed. Extra serving utensils must be provided so that soiled utensils can be changed every four (4) hours.
8. **Produce.** All produce must either be washed at an approved commissary in a food prep sink or be received pre-washed (i.e. lemons for lemonade, potatoes for fries, or apples for caramel apples).
9. **Storage.** Food, utensils, equipment, and single-use items must be protected from dust, insects, customers, and other contamination while being transported, stored, used, and/or served. All food, paper products, and utensils must be stored at least 6" above the ground. Sneezeguards, covers, or other barriers shall be provided to protect food from customers and other sources of contamination.
10. **Wiping cloths.** Wiping cloths must be used with sanitizer solution and must be stored in the sanitizer between uses. Test kits must be provided and used. Sanitizer concentration requirements are as follows: Chlorine (bleach): 50-200 ppm / Quaternary ammonium: 200 ppm or as per label.
11. **Potable water.** Potable water must be available and used. A food-grade hose must be used when connecting to a potable water supply.
12. **Wastewater.** All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank and be discharged into an approved wastewater disposal system.
13. **Garbage.** Any solid waste, such as food debris or waste paper, must be collected and disposed of at an approved commercial establishment. A clean trash receptacle must be provided in the food booth.

VENDOR APPLICATION

TEMPORARY FOOD EVENTS

All vendors must complete and submit this application to the Event Coordinator for each event in Boulder County. If no menu and no equipment changes are occurring from one event to another, the completed original may be copied. Please attach a copy of your current Colorado Retail Food Establishment License temporary event or mobile unit, if already licensed.

Event Name: _____ Date(s): _____

Please provide the following information

Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address (Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ()	Fax #	
Contact Name	Contact #	
Which County Issued Your License?	E-mail	

All vendors must have their original Colorado Retail Food Establishment license on premise at all times.

This temporary food booth is (Check (√) all that apply):

Unlicensed _____ Nonprofit (provide documentation) _____
 Licensed Temporary Event (provide copy) _____ Licensed Mobile Unit (provide copy) _____

Hours of operation of the temporary food booth for this event:

Mon _____ Tue _____ Wed _____ Thurs _____
 Fri _____ Sat _____ Sun _____
 How many people do you anticipate serving each day of the event? _____

Please list additional events and dates that you plan on participating in within Boulder County:

Event Name _____ Date _____ Location _____

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Licensed _____ APPROVED:
 Needs a license _____ Yes _____
 Nonprofit _____ No _____
EH Specialist Signature _____ Date _____



What is the name and location of your commissary? (Complete commissary agreement on page 5.)

Commissary Name: _____
 Location: _____
 Contact Person and Phone Number: _____

MENU *(Please attach additional sheet, as necessary)*

Please list all food products and the specific source of all food items (i.e. name of grocery chain, wholesaler, etc.).
 Be sure to include items such as toppings and condiments.

Food and Drink Items	Location Where Obtained / Source
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION

Preparation must be conducted at an approved facility or commissary before the event.

Check (✓) which preparation procedure(s) each menu item requires.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Cooling

How will foods be rapidly cooled to 41°F or below? (Check (✓) all that apply)

- Shallow pans (less than 4") uncovered in refrigerator
- Ice bath and frequent stirring
- Ice paddle or wand
- Other (specify) _____

Reheating

How will foods be reheated to 165°F or above? (Check (✓) all that apply)

- Microwave
- Grill
- Oven
- Hotplate
- Other (specify) _____



Transport

What equipment will you use to control temperatures during transport from the commissary to the event?

- Coolers with ice
- Cambros for hot foods
- Cambros for cold foods
- Other (specify) _____

HANDWASHING AND FOOD HANDLING

A handwashing station WITHIN each booth or unit is REQUIRED unless you are only serving prepackaged foods requiring no preparation and/or cooking. Please Check (✓) the statement below that applies to your booth.

- I will be serving only prepackaged foods that require no preparation and/or cooking.
- I will be serving foods that require preparation and/or cooking and will provide the following for handwashing:
 1. A minimum of 2 gallons of warm potable water that must be kept and refilled, as needed, in a container with a “hands-free” spigot
 2. Soap
 3. Paper towels
 4. 5-gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

NOTE: “Hand sanitizers” are NOT an acceptable substitute for required handwashing setup.

Where will wastewater be disposed?

- Commissary
- Approved on-site receptacle at event
- Other _____

- *Wastewater CANNOT be dumped on the ground or into storm drains.*
- *Water must be placed in approved receptacle or sanitary sewer. Please ask event coordinator where this is located for each event.*

How will you prevent bare-hand contact with ready-to-eat foods?

- Tongs
- Food-grade disposable gloves
- Deli tissues
- Other (list) _____

Food Handling at the Booth *(Please attach additional sheets, as necessary.)*

List all menu items, including beverages, to be served from the temporary food booth. Check (✓) which food handling procedure(s) each menu item requires at the booth.

Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



Hot Food Items

- How will these foods be cooked at the site? (Check (√) all that apply)
 - Grill
 - Hot plate
 - Deep fat fryer
 - Oven
 - Microwave
 - Other (specify) _____
- How will hot foods be held at greater than 135°F at the event? (Check (√) all that apply; **Sterno burners are prohibited**)
 - Hot holding unit
 - Steam table
 - Heat lamps
 - Served immediately after cooking
 - Crock-pot
 - Held on grill until served
 - Other (specify) _____
- What utensils will you use to dispense or serve the hot items? _____

Cold Food Items

- How will cold foods be held at 41°F or below at the event? (Check (√) all that apply)
 - Refrigerator / freezer
 - Ice chest - *must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*
 - Other (specify) _____
- What utensils will you use to dispense or serve the cold items? _____
- What kind and how many food thermometers (0-220°F) do you have? _____
 - Metal stem probe
 - Thermocouple
 - Digital

Where will utensil washing take place?

- Commissary
- 3-compartment sink unit on site (mobile units only)

What is your booth plan for flying insects and dust control, if applicable?

BOOTH LAYOUT AND MAP

Provide a drawing of the temporary food establishment. Identify and describe all equipment. The map should include the following:

- Cooking equipment**
- Hot and cold holding equipment**
- Handwashing facilities**
- Work surfaces**
- Food and single-service storage**
- Garbage containers**
- Customer service area**
- Other:** _____



COMMISSARY AGREEMENT

_____ Date

I, _____ of _____,
(Owner/Operator) (Establishment Name)

located at _____
(Address of Establishment)

do hereby give my permission to _____
(Name of Mobile Unit / Pushcart / Temporary Booth)

to use my kitchen facilities to perform the following:

_____ Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling, reheating	_____ Ware washing
_____ Storage of foods, single-service items, and cleaning agents	_____ Filling water tanks
_____ Service and cleaning of the equipment	_____ Dumping wastewater
	_____ Other (list below)

Commissary Water Supply? Municipal _____ Well _____

Commissary Sanitary Sewer Service? Municipal _____ Septic _____

Indicate the equipment available at the commissary for the proposed uses:

Hand sink _____ Prep sink _____ Mop sink _____ Three-bay sink _____

Dish machine _____ Refrigeration _____ Cooling equipment _____ Dry Storage _____

Other _____

Owner/Operator

Phone Number

This commissary agreement is valid for this calendar year only.

