



APPLICATION TO CONDUCT A TEMPORARY EVENT FOOD FACILITY

Complete ALL requested information on form

Form must be returned to event coordinator at least ten (10) working days prior to event

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|--|
| Event Name : _____ |
| Event Location/Dates: _____ |
| Event Coordinator: _____ Phone (w): _____ (h): _____ |
| Mailing Address: _____ |

| |
|--|
| Booth Name: _____ |
| Booth Owner/Contact: _____ |
| Booth Contact Person: Phone (w): _____ (h): _____ (f): _____ |
| Booth shall operate: Dates: _____ Times: _____ |
| Mailing Address: _____ |

| |
|---|
| Commissary Name: _____ |
| Contact at Commissary: _____ Phone: _____ |
| Location: _____ |

- 1) Are you nonprofit? Yes No **If yes, please enclose copy of documentation.**
 - 2) Do you have a mobile unit license? Yes No **If yes, enclose commissary information and copy of license**
 - 3) Are you only sampling food? Yes No **If yes, provide information on items to be sampled**
 - 4) Are you serving only exempt foods? Yes NO (i.e. plain or kettle corn popcorn, hot coffee, whole fruits and vegetables, canned or bottled beverages, packaged chips, cookies, candy) **If yes, provide information on exempt foods to be served**
 - 5) Do you have a State Retail Food License to conduct a food booth at a Temporary Event?
 Yes No **If yes, please enclose a photocopy of your license.**
- ***If you answered No to questions 1-5, you will need to contact Boulder County Public Health to obtain a temporary event license prior to the event.***

| | | | |
|---|----------------------|------------|-------|
| For office use only | | | |
| Public Health Approval: | YES | NO | _____ |
| Reviewed by: | Contacts Made / Date | | |
| OW#: _____ | FA#: _____ | AR#: _____ | |
| G:eh/consumer protection/food program/temevent/2005coordinatorapp.doc | | | |

FOOD BOOTH WORKSHEET

- 1) List food and drink items to be served.

- 2) List all food items that will be prepared prior to the event.

- 3) Of the items to be served hot, which will be cooked prior to the event? List the date and time when each will be prepared:
 - i) Once cooked, how will each cooked product be cooled?

 - ii) Once cooled, how and where will each food product be stored?

 - iii) How and where will products be reheated?

- 4) If transported hot to the event site, what equipment will be used to maintain hot food items at 135°F or greater?

- 5) How will hot food items be stored above 135°F at the event site? List types of holding units and heat source. (Be advised that solid fuels, such as Sterno, are NOT approved for use.)

- 6) Of the menu items to be served cold, which will need to be cooked ahead of time and then cooled?
List the date and time when each will be prepared.
 - i) How will each cooked product be cooled?
 - ii) How and where will each cold food product be stored prior to the event?
- 7) What equipment will be used to transport cold food at 41°F to the event site?
- 8) How will cold food items be stored below 41°F at the event site? Mechanical refrigeration or coolant material (i.e. ice, dry ice, gel packs, blue ice, etc.) must be provided. (List types of holding units, types of coolants, etc.)
- 9) What final assembly of food product will take place at the event site?
- 10) If the event is two (2) days or more, how will leftover and extra food products be stored for the next days use (list equipment and procedures)?
- 11) As foods are sold, how will the product be re-supplied to the booth? (Replenishing new product into old product is prohibited.)
- 12) How and where will utensils be washed?
- 13) How will wastewater, such as wiping cloth water, handwashing water, or water from cooking processes, be collected?
- 14) Where will wastewater be disposed?

CHECKLIST FOR TEMPORARY EVENT VENDORS

- _____ 1. Thermal-insulated container with a spout that stays on for washing hands
- _____ 2. Clean, warm water in a thermal-insulated container
- _____ 3. Catch basin
- _____ 4. Hand soap
- _____ 5. Single-use towels
- _____ 6. Metal-stem food thermometers (scaled 0°F - 220°F)
- _____ 7. Food-grade plastic gloves
- _____ 8. Extra clean utensils
- _____ 9. Covered trash receptacle
- _____ 10. Commercial kitchen for equipment washing and sanitizing

*If wet wiping cloths are to be used, a container of sanitizing solution, approved sanitizer, and proper test strips to check concentration shall be provided.

