



Tri-County Health Department

Temporary Retail Food Events

Frequently Asked Questions

How do I get approval to sell food at a temporary event?

Your event coordinator should provide you with an Application to Conduct a Temporary Retail Food Establishment packet from Tri-County Health Department. This packet will have a license application, and questions for you to answer pertaining to your operation, as well as an area for you to draw the layout of your booth. (Hint: Keep a copy of your application for future temporary events). If your event coordinator does not have the necessary paperwork you may contact any of Tri-County Health Department's offices to obtain the packet.

What is a commissary and why do I need one?

A commissary is an approved kitchen or restaurant that allows you to use their facility to prepare and store your food items and supplies as well as wash and sanitize utensils and equipment. This is necessary because NO food preparation or storage can take place in a private home or otherwise unapproved facility. You will be required to submit a Commissary Agreement Form prior to approval of operation.

Can I prepare my food items on site?

No. Only final assembly of products can take place on site (such as placing a hot dog or hamburger on a bun). All food items must be prepared at a commissary. This includes washing, chopping, peeling, dicing, shredding, and mixing activities. All poultry and ground beef are required to be precooked. Chicken and turkey may be purchased precooked. Hamburger patties must be preformed and frozen.

How much does a temporary events license cost?

A license to sell foods at temporary events costs \$154. This license is good for every county in Colorado except for Denver. The temporary events license allows you to sell foods at any number of events as long as you do not operate for more than 52 days in a year and no single event for more than 14 consecutive days, in conjunction with an event or celebration.

If I am only selling prepackaged foods or giving out samples, do I need a license?

No. The sale or distribution of commercially prepared, prepackaged foods or samples of food items does not require a license. However, if you are selling beverages that contain ice (i.e. iced coffee), you must obtain a license.

If I am already licensed as a retail food service facility, do I need another license to sell at a temporary event?

Yes. Even if you are already licensed, you must obtain an additional food service license for temporary events. You may want to refer to the Colorado Department of Revenue for more information regarding requirements for special events tax licensing at <http://www.revenue.state.co.us/taxstatutesregs/salesindex/specialevents.html>.

How do I get an additional sales tax license number?

You must contact the Colorado Department of Revenue at 303-238-7378 or by accessing the website at <http://www.revenue.state.co.us>. There is a nominal fee for adding a special events tax license number to your existing retail sales tax account.

Where do I get more information on operating at a temporary event?

You may contact any of the Tri-County Health Department field offices for more information:

Aurora: 15400 E. 14th Place, Ste 309, Aurora 80011 **303-341-9370**

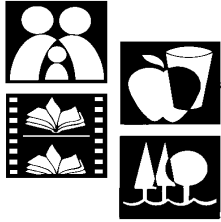
Castle Rock: 4400 Castleton Court, Castle Rock 80109 **303-663-7650**

Commerce City: 4201 E. 72nd Avenue, Ste D, Commerce City 80022 **303-288-6816**

Englewood: 4857 S. Broadway, Englewood 80110 **303-761-1340**

Visit our website for more information and downloadable forms:

www.tchd.org/restaurants.html



TRI-COUNTY HEALTH DEPARTMENT

Serving Adams, Arapahoe and Douglas Counties

Dear Event Coordinator/Food Vendor:

RE: TEMPORARY FOOD EVENT GUIDELINES

This Department has been advised that you are coordinating/participating in a temporary food event. Tri-County Health Department would like to assist you in providing consumers with the highest degree of food safety.

All applications, plan reviews and license fees, as well as other information must be submitted to this Department at least two (2) weeks prior to the event. Failure to do so may result in disapproval to operate and will result in a \$50.00 application review fee.

Note: Event coordinators will be responsible for paying the following fees. However, if you are the only food vendor at an event, you may be held responsible for these fees.

- Application Review Fee

A fee of \$75.00, which covers all vendors, **MUST BE SUBMITTED PRIOR TO REVIEW OF PLANS.**

- Inspection Fee

To be paid at the event or coordinator/vendor will be billed

2 Hours = \$80.00

3 Hours = \$120.00

4 Hours = \$160.00

- Provide the following information to Tri-County Health Department:

1. Number and location of restrooms/sanilets and handwashing facilities available to the public.
2. On-site trash removal and wastewater collection service.
3. Estimated peak attendance figure.
4. A list of all food vendors including business name, contact person, phone number(s).
5. A map of food vendor locations on site.

- Vendors preparing food and/or washing utensils at a commissary, must provide information with their application that this establishment has a current Colorado Retail Food License and that all equipment is approved.

- Each individual food vendor selling potentially hazardous food must obtain a Colorado State Retail Food Establishment License **prior** to the event (unless they are an approved nonprofit organization). The license fee is \$154.00 and is valid for one (1) calendar year in the State of Colorado. A licensed retail food establishment operator must obtain another license to sell potentially hazardous food at a temporary event. This license is valid for all subsequent events during the calendar year.

Failure to comply with any of the above requirements may result in disapproval to operate.

Please direct any questions to one of the offices listed below.

Aurora
15400 E. 14th Place, Suite 309
Aurora, CO 80011
303-341-9370

Castle Rock
4400 Castleton Court
Castle Rock, CO 80109
303-663-7650

Commerce City
4201 E. 72nd Avenue
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303-288-6816

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Tri-County Health Department services are provided without regard to race, color, sex, religion, national origin or disability.

APPLICATION TO CONDUCT A TEMPORARY RETAIL FOOD ESTABLISHMENT

EVENT INFORMATION

Date: _____

Event Coordinator's Name: _____

Contact Person (If Different): _____

Coordinator's Phone Number: _____

Coordinator's Fax Number: _____

Coordinator's Mailing Address: _____

Name of the Event: _____

Date of Event: _____

Hours of Event: _____

Location of Event: _____

Anticipated Number of Attendants: _____

Anticipated Number of Booths: _____

Number of Sanilets: _____

Refuse Collection: _____



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RETAIL FOOD PROGRAMS

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APPLICATION TO CONDUCT A TEMPORARY RETAIL FOOD ESTABLISHMENT

Completed form is to be returned at least two weeks prior to event

Event Name: _____
Event Coordinator Name: _____
Address: _____ City _____ State _____ Zip: _____
Phone Numbers: Home: _____ Work: _____ Fax: _____
Address of Event: _____
Date(s) of Event: _____ Time: _____
Food Booth Vendor: _____
Address: _____ City _____ State _____ Zip: _____
Booth Contact Person: _____
Phone Numbers: Home: _____ Work: _____ Fax: _____
Do you have a current Colorado Retail Food Establishment License to sell potentially hazardous food at a temporary event? _____ Yes _____ No If yes, account number: _____ Copy must be enclosed.
Applicant Signature _____ Date: _____
Applicant Name: (Please Print) _____



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APPLICATION TO CONDUCT A TEMPORARY RETAIL FOOD ESTABLISHMENT

1. List all menu items and their ingredients that you plan to sell at the event.

2. List all food items that you will prepare prior to the event.

a.) Where will these foods be prepared prior to the event?

b.) Once cooked, describe how cooked products will be cooled to 41°F in less than 6 hours.

c.) How and where will products be reheated to 165°F (if needed)?

3. While transporting food to the event, what equipment will be used to maintain food at 41°F or below? At 135° F or above?

4. What equipment will be used on site to maintain proper food temperatures?

5. What final assembly of food product will take place at the event?



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APPLICATION TO CONDUCT A TEMPORARY RETAIL FOOD ESTABLISHMENT

6. How will leftover food be cooled/stored to 41°F for next day use? How will this food be reheated to 165°F?

7. Describe WHERE and HOW FREQUENTLY utensils and equipment will be washed-rinsed-sanitized?

8. Water and ice for the event must be obtained from an approved source. What is your source for water and ice, and how will the water and ice be stored on site?

9. Liquid waste must be disposed into a sanitary sewer system. Solid waste must be disposed into a dumpster. How will you dispose of your liquid and solid wastes?

10. Describe the required hand-washing facilities that you will provide on site.

11. Food must be protected from the Public during preparation and storage. Describe how this will be done.



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APPLICATION TO CONDUCT A TEMPORARY RETAIL FOOD ESTABLISHMENT

CHECKLIST FOR FOOD VENDORS

- _____ Bleach, container for bleach solution, wiping cloths
- _____ Chlorine test strips
- _____ Covered container with spigot for handwashing water
- _____ Wastewater collection containers (5 gallon buckets are acceptable)
- _____ Paper towels and soap for handwashing, nail brush
- _____ Hair restraints, i.e. hat, hair net
- _____ Equipment to maintain cold foods at 41°F or below
- _____ Thermometer inside each refrigerator
- _____ Serving spoons, spatulas, tongs, scoops, etc.
- _____ Equipment to maintain hot foods at 135°F
- _____ Roll of food-grade plastic wrap for covering food
- _____ Method for elevating food and paper goods off ground
- _____ Adequate number of tables with washable surfaces
- _____ Plastic garbage bags
- _____ Metal stem product thermometer (0°-220°F) for taking food temperatures
- _____ Overhead roof or canopy
- _____ Non-flammable trash can
- _____ Fire extinguisher
- _____ Single-use gloves



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Sanitation Guidelines for Temporary Food Service

Improper food handling contributes significantly to the potential for foodborne disease outbreaks. The following minimum guidelines for retail food operations, if closely followed, will reduce the chance of serving unsafe food resulting in foodborne illness.

MINIMUM COOKING TEMPERATURES

Reheat	165°F
Poultry	165°F
Ground Beef	155°F
Pork	155°F
Eggs & Fish	145°F

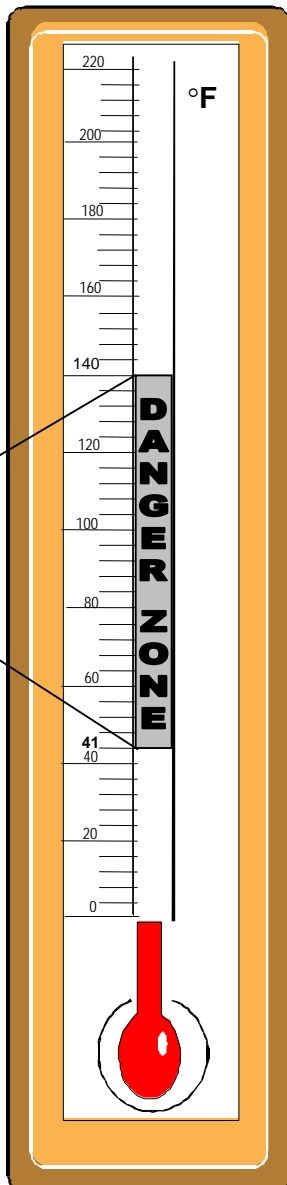
HOT FOOD STORAGE

135° F or Above

Food held in the “Danger Zone” temperature range may cause illness.

COLD FOOD STORAGE

41° F or Below



- Potentially hazardous foods must be held at 41° F or less, or 135°F or more in order to prevent bacterial growth. Maintain these temperatures during storage, service and transportation, and provide a metal stem product thermometer with a range from 0-220°F to check temperatures.
- This Department strongly recommends that only precooked meats be purchased and served.
- Avoid transferring potential contamination from raw meats and eggs to ready-to-eat foods via hands, equipment and utensils.
- Food, including ice, must be obtained from approved sources. “Home” prepared foods shall not be served. Foods must be prewashed, precut, and ready for cooking or service when delivered to the event site.
- Ice used for cooling food or beverage containers shall not be used for human consumption (as in drinks), and all ice must be stored in containers equipped with a drain.
- Do not store packaged food in contact with water or undrained ice.
- Cover and protect foods from insects, dust, sneezes, etc., and store at least six inches off the ground. Screening of food booths may be required.
- Barbecuing shall not be done on plated metal surfaces, i.e. refrigerator shelving. Drums and/or barrels will not be permitted for use as barbecue pits or food storage.



Sanitation Guidelines for Temporary Food Service

- Hand-washing facilities with running water, soap, and paper towels must be conveniently available. Wastewater may only be discarded into a sanitary sewer.

- Obtain and use potable water for all needs from an approved source such as municipal water. Dispose of wastewater via sanitary sewers.

- Wash hands with soap and water before preparing food, after using the restroom and during food handling as often as necessary to keep them clean.

- No eating, drinking, or smoking while handling food.

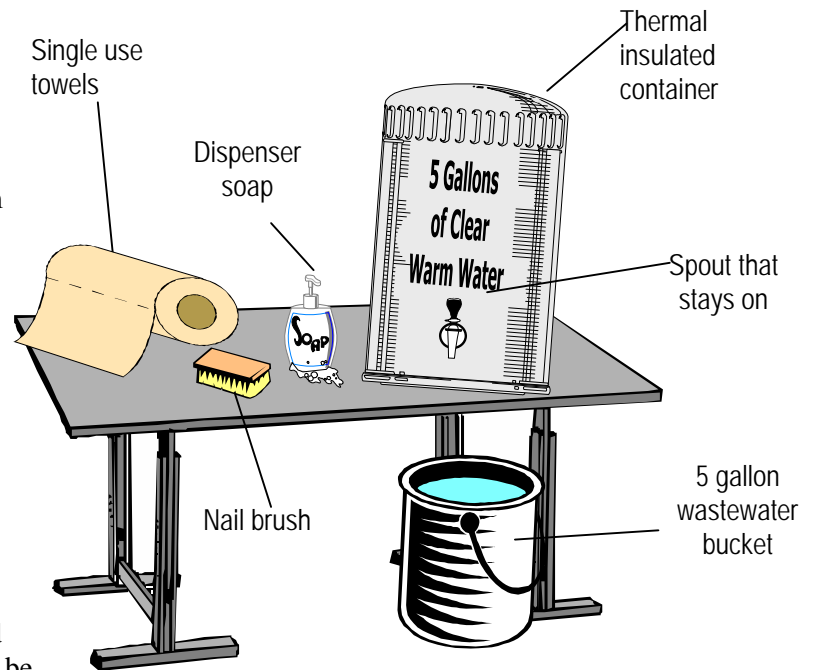
- Only single-service utensils should be provided for use by the consumer. Cups and plates must be kept in the original wrapping or in approved dispensers. Forks, spoons, etc. should be presented so only utensil handles are accessible to the consumer.

- Use tongs, forks, napkins, or gloves to minimize handling of food with bare hands.

- If approved utensil-washing facilities are not available, extra sanitized and wrapped serving utensils must be on hand in case the ones in use are contaminated or are in use longer than four hours. On-site washing in tubs/basins is not allowed.

- Wiping cloths must be stored in a sanitizing solution such as 50-200 ppm solution of bleach water (2 teaspoons bleach per gallon of water). Chlorine test strips must be provided.

- All garbage and debris must be picked up and stored in non-absorbent, covered containers that are adequate in number and capacity.



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