



Special Event COORDINATOR Information and Application

Definitions

Special Event: An organized event or celebration at which retail food establishments prepare, serve, or otherwise provide food for human consumption.

Temporary Food Establishment: A food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

Commissary: A TCHD approved kitchen used for the purpose of storing food and supplies, necessary preparation of food, filling of handwashing units with potable water, and dumping of wastewater.

Mobile Unit: A hot truck, cold truck, pushcart, or trailer that reports and operates from a commissary, and is readily movable and equipped to prepare and serve food.

Coordinator Fees:

Application Review Fee: A fee of \$100, which covers all vendors, must be submitted prior to Tri-County Health Department reviewing the event plans.

1. This fee can be waived by a manager if your vendors are only mobile units used or if you only have one special event food booth.
2. The fee may also be waived by a manager if you are a 501c3 non-profit vendor and if you have less than 4 for-profit vendors working at the event.

Inspection Fee: A fee will be charged per inspector per hour if the event is to be inspected. Contact inspector for current rates.

Late Fee: Late fees will be applied to the Coordinators if application deadlines are not met. The Coordinator will pay \$50 per Temporary Food Establishment vendor if the Coordinator information and application are received less than 10 working days prior to event.

General:

1. Mobile food licenses issued by the City and County of Denver are not valid outside the City and County of Denver. All other Colorado mobile food licenses are acceptable.
2. Temporary food licenses issued by any other Colorado health department will NOT be accepted.
3. The following foods do NOT need a Special Events License:
 - a. Pre-packaged food or drinks (no ice)
 - b. Pre-packaged ice cream/frozen yogurt novelties (no scooping and no soft serve)
 - c. Hot cocoa/coffee (no ice)
 - d. Whole fruits and vegetables (uncut)
 - e. Popcorn that is plain, seasoned with salt, buttered, or sugared (ex. Kettle corn)
4. The following foods also need a Special Events License:
 - a. Scooping ice for consumption, includes beverages
 - b. Caramelized nuts, roasted almonds, caramel/candied popcorn (not needed if it is commercially pre-packaged)
5. All slicing, dicing, chopping, peeling, shredding, mixing, and pre-washing of foods must be done at a commissary.
6. Food cooked or stored at home is prohibited.

Food:

The following foods are approved to be served at Special Events held in Adams, Arapahoe, and Douglas Counties. There will be no exceptions.

- Ground beef / Philly cheesesteak
 - Raw hamburgers must be frozen and pre-formed. These must stay frozen until cooked.
 - Philly cheesesteak and all other ground beef (ex. tacos, burritos) must be pre-cooked at commissary.
- Steak
 - Raw steak (ex. sirloin) if it is ready to cook and serve.
 - If steak is sliced (ex. fajitas), then it must be pre-cut at the commissary.
- Turkey Legs
 - Turkey legs must be pre-cooked.
- Chicken
 - Chicken must be pre-cooked or smoked at the commissary.
 - Frozen chicken wings may be raw, but must be kept frozen until cooked.
- Fish/Shrimp/Seafood
 - Can be raw **ONLY** if held frozen at the event until cooked.
 - If not, these foods must be pre-cooked at the commissary.
- Hotdogs/Bratwurst/Italian Sausage/etc.
 - Must be pre-formed.
 - Can be raw or pre-cooked at the commissary.
- Ribs
 - Can be raw or pre-cooked at the commissary.
- Shredded meats
 - Pulled pork, pulled chicken, and other shredded meats must be pre-cooked at the commissary.
 - Can only re-heat/hot hold at the event
- Crepes/Funnel Cakes/Pancakes
 - Batter can be pre-mixed at the commissary.
 - If the batter is a time/temperature control for food safety, then it must be held at 41°F or lower during the event.
- Cheese
 - Must be pre-cut or pre-shredded at the commissary.
- Vegetables
 - Lettuce, tomatoes, onions, jalapenos, and other vegetables must be washed, cut, and prepared at the commissary.
 - Vegetables can be purchased pre-washed and pre-cut.
- Fruit
 - All fruit must be washed, cut, and prepared at the commissary.
 - Exception for lemons/limes: Vendor must wash lemons/limes at the commissary. They may cut the lemon/lime **in half only** for squeezing on-site. If more cuts are needed, then this must be done at the commissary. Bananas may also be cut on site provided they are washed at the commissary.
- Other Foods
 - All other foods will be evaluated on risk-based criteria.

At least 30 days prior to the event:

1. Fill out and submit Tri-County Health Department “Special Event Coordinator Application”
2. Submit \$100.00 coordinator fee. Fee must be submitted prior to Tri-County review of plans.
3. Distribute “Vendor Application for Special Events” to special event vendors.

At least 10 working days prior to event:

1. Collect “Vendor Application for Special Events” and necessary paperwork.
 - Copy of vendor’s license:
 - Special Event Retail Food Establishment License or
 - Mobile Retail Food Establishment License (any but Denver Health Dept. okay)
 - Commissary Agreement
 - Affidavit of Citizenship, if operating as sole proprietors
 - Copy of vendors State Sales Tax License (blue)
 - \$50 late fee from vendor if information is collected less than 10 working days prior to event
2. Submit “Vendor Information List” spreadsheet, applications, and required paperwork to Tri-County Health Department.
3. A late fee of \$50 per vendor will be charged for coordinator applications received less than 10 working days prior to the event.

Day of event:

1. Check that all vendors have been approved to operate. All approved vendors will have an approval letter outlining the specifications of their approval.
2. Check that all vendors have the necessary booth requirements:
 - A hand sink with:
 - Enough water for the day
 - Soap (Hand sanitizer cannot be used instead of soap)
 - Paper towels
 - Dispenser that allows free continuous flowing water
 - Catch bucket for wastewater
 - Equipment to maintain food hot (135°F or above) or cold (41°F or below).
 - A calibrated metal stem probe thermometer that can read 0-220°F.
 - Sanitizer (usually bleach and water that measures 50-200ppm)
 - Chemical test strips to test sanitizer water levels
 - Enough utensils to change every 4 hours
3. If it is determined that Tri-County Health Department needs to conduct inspections at the event, an inspection fee per hour per inspector will be charged.

TEMPORARY EVENT COORDINATOR APPLICATION

EVENT INFORMATION

Name of the Event: _____

Date(s) of the Event: _____

Location of the Event: _____

Hour of the Event: (Days and times) _____

Date & Time vendors are required to be set up: _____

Expected number of patrons: _____

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

Anticipated Number of Food Booths: _____ (Complete Vendor Information List on page 3 and attach).

Event Coordinators Name: _____

Phone Number: (_____) _____

Cell Number: (_____) _____

Fax Number: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

E-mail address: _____

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

Contact phone number for the day of the Event: (_____) _____

FOR HEALTH DEPARTMENT USE ONLY	
Coordinator Fee Paid _____	Approved?
Vendor Info Provided _____	Yes _____
Non-Profit _____	No _____
EH Specialist Signature	Date
_____	_____

Services provided on-site to Food Vendors (Check all that apply and provide detail if necessary):

Water Supply:

- There is access to a potable water tap on site.
- Vendors must bring their own water supplies.
- Backflow prevention provided.
- Water supply from well(s): Protect wellhead from contamination by maintaining adequate distance from wellhead, providing proper drainage, managing manure accumulation, keeping animal holding areas away from the well, etc.

Wastewater:

- There will be liquid waste collection tanks / receptacles on site.
- Vendors must arrange for their own wastewater disposal.
- Animal exhibits on-site: Wastewater drainage from animal exhibit areas must be directed away from food booths. Yes No N/A

Electricity:

- There will be no electricity supplied on site.
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use their own generators on site.

Trash / Refuse:

- There will be trash receptacles throughout the event for the public.
- There will be dumpsters on site for vendors and public trash removal.
- How often will they be serviced? _____

Toilet Facilities:

- Water carrying public restrooms. How many? _____
- Portable toilets. How many? _____
- How often will they be serviced? _____

Hand Wash Facilities:

- Water carrying public restrooms. How many? _____
- Portable hand wash stations. How many? _____
- Will they be located in:
 - food booths Yes No
 - at restrooms Yes No
 - at petting zoos (if applicable) Yes No
- Will soap & paper towels be provided?
- Will trash receptacles be provided for paper towels?
 - How often will they be serviced? _____

Other Services:

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

Special Event Site Map:

Provide a labeled map of the entire Temporary Food 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
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)

Fill out Excel Vendor Information List:

Please fill in the provided spreadsheet with the following requirements.

Mobile Truck or Temporary Food	Licensed Issued By (Name of Health Department)	Copy of Vendors Food License (light pink)	Vendor Application for Special Events	Copy of Vendors State Sales Tax License (blue)	Copy of Commissary Agreement	Copy of Commissary Retail Food License (light pink)	Affidavit of Citizenship
Special Event	Required	Required	Required	Required	Required	Required	If applicable
Mobile Food	Required	Required	Not Required	Not Required	Not Required	Not Required	Not Required

Contact the Tri-County Health Department office closest to the area where the event will be located for further information

Aurora
15400 E. 14th Pl., Ste. 115
Aurora, CO 80011
303-341-9370

Castle Rock
410 S. Wilcox St
Castle Rock, CO 80104
303-663-7650

Commerce City
4201 E. 72nd Ave., Ste. D
Commerce City, CO 80022
303-288-6816

Greenwood Village
6162 S. Willow Dr. Ste., 100
Greenwood Village, CO 80111
720-200-1670

Special Event FAQ

1. **What if a vendor has a Retail Food Establishment license from a permanent location, is this license ok?**
 - a. No. The license they hold is only valid for the location indicated on their license. To operate at a separate location, an additional license is required.
2. **What if the vendor has a Special Event Retail Food Establishment License or Mobile License from another county?**
 - a. Tri-County Health Department (TCHD) does not accept Special Event Retail Food Establishment licenses from other counties. TCHD accepts Mobile Licenses issued in the state of Colorado, except for the City and County of Denver.
3. **What is the difference between a Mobile licensed vendor and a Special Event Licensed Vendor?**
 - a. While both must report to an approved commissary, the Special Event Retail Food licensed vendor may operate only at Special Events, and have far less stringent equipment requirements.
 - b. A Mobile Retail Food Establishment licensed vendor is associated with a specific mobile truck, trailer, or pushcart, and may operate at any event, any location, and at any time, within the travel time and/or distance constraints of their commissary.
4. **What kind of vendors are exempt?**
 - a. Vendors that are only providing 2 fl. oz. or less samples or vendors that are operating as non-profit would be considered exempt and would not need a Special Event RFE license to operate. Please contact Tri-County Health Department with any questions as to what may be considered exempt.
5. **How much does a Special Event Retail Food Establishment License cost?**
 - a. Contact inspector for current rates.
6. **Can the vendors prepare food onsite?**
 - a. No. Only final assembly of products can take place onsite (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 may be pre-formed and frozen.
7. **What does a Special Event Retail Food Establishment License, Mobile Food License and Sales Tax License look like?**
 - a. The Special Event Retail Food Establishment License and Mobile Food License may vary for each county but each will be a light pink color and will be issued by the Department of Public Health and Environment. The Sales Tax License will be blue in color and will be issued by the Department of Revenue.

