



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 may be preformed and frozen.

How much does a temporary events license cost?

License fees are \$255 for vendors preparing food and \$115 for vendors offering prepackaged potentially hazardous foods obtained from an approved source. This license is good in every county in Colorado except for the City and County of 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 a single 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**
- Greenwood Village:** 6162 S Willow Dr., Ste 100, Greenwood Village 80111 **720-200-1670**

Visit our website for more information and downloadable forms:

www.tchd.org/restaurants.html



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