



FOR HEALTH DEPARTMENT USE ONLY		
Licensed _____	Approved _____	Date _____
License needed _____	Yes _____	_____
Non-Profit _____	No _____	_____
EH Specialist Signature & Employee Number _____		

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors must complete and submit this form to the Event Coordinator for **EACH** event in the **Tri-County area**. If there are no menu or equipment changes from one event to another, the completed original may be copied and submitted. Please attach a copy of your current Temporary Event or Mobile Unit Colorado Retail Food Establishment License, if already licensed. There is a \$50.00 late fee if all paperwork is not submitted to Tri-County Health Department two weeks before the event you are participating in and may result in disapproval to operate.

A holder of a valid Colorado Retail Food Establishment **Mobile Unit License** planning to operate outside their mobile unit is required to obtain a separate Retail Food Establishment Temporary Event license. If the licensed mobile unit is operating strictly as a mobile unit as originally approved, a vendor application and a separate license for the Temporary Event are not required.

Event Name: _____ Date(s): _____

Please complete the following information:		
Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address (Street Address & P.O. Box)		
City	State	Zip Code
Telephone Number ()	Cell Phone Number ()	
Fax Number ()	Email	
Contact Name	Contact Telephone Number	
Contact email	Which Health Department issued your license?	

*** All applicants for a Temporary Food Event Retail Food Establishment license must provide a copy of a Special Event Sales Tax license, and can be obtained from the Colorado Department of Revenue. The Sales Tax account number from an existing Retail Food Establishment associated with the Temporary Retail Food Establishment is not acceptable unless the total number of vendors at the temporary event is 2 or less.**

*** All vendors shall have the original Colorado Retail Food Establishment license on premise at the event at all times or the facility may be required to cease operations.***

Checklist of paperwork to be submitted with this application:

- Copy of Temporary Event Retail Food Establishment (RFE) License
- Copy of State Sales Tax License
- Commissary Agreement
- Copy of Commissary's RFE License
- Notarized Affidavit of Citizenship (if applicable)

Please list any additional events and dates that you plan on participating in within the Tri-County area (Adams, Arapahoe, and Douglas Counties):

Event Name	Date(s)	City & County

Read the guidelines below and complete the following questions.

GENERAL GUIDELINES

- A hand washing station with a free-flow spout, catch bucket, soap, and paper towels, and water from an approved source shall be provided. Bare hand contact is not allowed with ready-to-eat foods.
- Hand sanitizers are NOT an acceptable substitute for required hand washing set-up.
- Extra sets of clean utensils must be provided so that they may be changed out when soiled or at least every four hours. Washing utensils on site is not permitted.
- All slicing, chopping, peeling, dicing, shredding, mixing, and pre-washing must be done at the commissary with the exception of mixing of funnel cake, crepe, and donut batter.
- Preparation of raw chicken at the event is **prohibited** other than the frying of frozen chicken wings.
- All ground beef & Philly cheesesteak must be precooked at a commissary or be frozen preformed hamburger patties until cooked at the event.
- Turkey legs must be precooked.
- Pulled pork, chicken, and other shredded meats and barbequed meats must be precooked at commissary.
- All fruits and vegetables must be washed and cut at the commissary.
- Lemons and limes may be cut once on site for lemon/limeaid provided they are washed at a commissary.
- Bananas may be cut on site if used on kabobs provided that they are washed at a commissary.
- Sandwiches may be assembled onsite, but all preparation of ingredients must take place at the commissary. Examples: gyros, tacos, burritos, steak sandwiches, and traditional sandwiches.
- Sterno burners are prohibited at outside events unless windshields are installed to protect them from wind.
- Sanitizer for food contact surfaces (i.e., tables) must be provided on site (i.e., bleach and water at 50-200ppm).
- Commissaries need to be within 30 miles or 30 minutes from the event.
- Provide a barrier (e.g. a table) to separate the food area from the customer area.
- All equipment and operations must be contained under your tent.

MENU: List all menu items (food & drinks) including condiments and toppings.

Where are the food/drink products purchased? (List all the facilities.) _____

What is the name and location of your commissary? (Complete the commissary agreement and attach.)

Name of Commissary: _____

Commissary Address: _____

What is the distance that the food will be transported to the event? _____

Where will the potable water for hand washing be acquired? _____

Where will wastewater from hand washing be discarded? _____

What type of sanitizer solution will be used on food contact surfaces?

- Bleach (50-200ppm)
 Quaternary Ammonia (100-400ppm)
 Other: _____ Concentration: _____

What equipment will be used to maintain the temperatures during transport and during the event?

(Check all that apply.)

- Coolers with ice
 Refrigerator
 Hot holding unit for hot foods
 Freezer
 Served immediately after cooking
 Steam table
 Commercial crock-pot
 Held on grill until served
 Other (specify): _____

	Yes	No	N/A
Will a refillable hand washing station with a hands-free stay-on spigot and appropriately sized waste container be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will soap and paper towels be available for hand washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the hot holding unit(s) be capable of holding food above 135°F?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the cold holding unit(s) be capable of holding food below 41°F?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will equipment capable of reheating food to 165°F be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will a metal probe thermometer that reads 0-220°F be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the proper sanitizer test strips available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will food-grade disposable gloves, utensils, and/or deli tissues be available for handling food? (If no, explain in comments section.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If utensils are used to handle food are enough available if they become soiled or used? (Utensils must be changed out when soiled or at least every four hours. Washing utensils on site is not permitted.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will all cutting, chopping, dicing, etc of fruits, vegetables, and shredded meats be done at the commissary? (If no, explain in comments section.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have read and will follow the general guidelines in this packet. (Signature) _____

Comments: