

## Temporary Food at Special Events VENDOR Guidelines

### 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 Douglas County Health Department (DCHD) 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.

Dear Food Event Vendor:

To participate in Temporary Food at a Special Event, complete the following steps at least 10 working days before the event you are participating in. If all paperwork is not submitted before this deadline, you will be charged a \$50 late fee and you may not be allowed to participate in the event.

1. Fill out a DCHD VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS packet; the packet must be **received** by DCHD 10 working days prior to the event.
2. Call DCHD to set up an appointment to obtain a Special Events License.
  - To obtain a Special Events License you will need the following:
    - Appropriate Retail Food License fee
    - Completed DCHD VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS packet
    - Colorado Sales Tax License
    - Completed Commissary Agreement Form
    - Copy of your Commissary's Retail Food License
    - Successfully completed vendor food safety quiz
  - If you are a licensed mobile for this calendar year planning to operate only as originally approved (approved operations for the type of mobile unit you operate) you will need to submit:
    - Copy of your Retail Food License
  - If you are a licensed mobile for this calendar year planning to change your food service operation from approval as a mobile you will need to submit:
    - Appropriate Retail Food License fee
    - Completed DCHD VENDOR APPLICATION FOR TEMPORARY

FOOD AT SPECIAL EVENTS packet

- Colorado Sales Tax License
  - Completed Commissary Agreement Form
  - Copy of your Commissary's Retail Food License
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- If you are a non-profit organization in the county where the event is being held you will need to submit the following:
    - Completed DCHD VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS packet
    - Documentation of your organization's non-profit status
  
  - If you are a non-profit organization operating at an event outside the county you are registered in, you will need to submit the following:
    - Completed application for a Temporary Food at Special Events Non-Fee License
    - Completed DCHD VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS packet
    - Documentation of your organization's non-profit status
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3. During your appointment, an inspector will review your paperwork and review food safety information with you.
  
  4. The inspector will provide final approval from DCHD in writing.

**Notes for Event Vendors & Event Coordinators:**

1. Licenses issued by the City and County of Denver are not valid outside the City and County of Denver. Licenses issued by any other Colorado health department will NOT be accepted.
  - If you are a vendor or mobile licensed by the City and County of Denver, you will be required to obtain an appropriate Retail Food Service license from DCHD.
  
2. If you are scooping ice, you are required to have a Temporary Food at Special Events License.
  
3. The following foods do not need a Temporary Food at Special Events License:
  - Pre-packaged food/drinks (no ice)
  - Pre-packaged ice cream/frozen yogurt novelties (no scooping and no soft serve)
  - Hot cocoa/coffee (no ice)
  - Whole fruits and vegetables (uncut)
  - Popcorn, which is plain, seasoned with salt, buttered, or sugared (e.g. kettle corn)
  
4. If you are selling/preparing caramelized nuts, roasted almonds, caramel, or candied popcorn then you are required to have a Temporary Food at Special Events License. You do not need a license if it is commercially prepackaged.

## 5. Food:

The following foods are approved to be served at Special Events held in Douglas County:

- 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 the 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 or 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.

**All slicing, chopping, peeling, dicing, shredding, mixing and pre-washing must be done at a commissary.**

**Restricted Operations:**

- All food must be prepared at a licensed food establishment (commissary).
- Food cooked or stored at home is prohibited.

**Booth Requirements:**

- A hand sink with water, soap, and paper towels is required. The water dispenser must be capable of providing hands-free continuous flowing water.
- A catch bucket for the hand sink wastewater.
- Equipment must maintain hot food at 135°F or above and cold food at 41°F or below. All potentially hazardous food must be maintained either hot or cold.
- Calibrated 0 to 220°F metal stem probe thermometer.
- Sanitizer (chlorine or quaternary ammonia) and chemical test strips to test the sanitizer.
- Enough clean utensils to change every four hours for the duration of the event.



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 Douglas County Health Department (DCHD) at the time of licensing. Please attach a copy of your current Temporary Food at Special Events 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 DCHD 10 working days before the event you are participating in and may result in disapproval to operate.

A holder of a valid Colorado 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 Food at Special Events 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		

- \* All applicants for a Temporary Food Event Retail Food Establishment license must provide a copy of a Special Event Sales Tax license, which 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 always have the original Colorado Retail Food Establishment license on premises at the event 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
- Commissary Agreement
- Copy of State Sales Tax License
- Copy of Commissary's RFE License

Please list any events and dates that you plan on participating in within Douglas County:

Event Name	Date(s)	City & County

Read the guidelines below and complete the following questions.

**GENERAL GUIDELINES**

- Make sure you have a hand washing station with a free-flow spout, catch bucket, soap, and paper towels, and water from an approved source. Bare hand contact is not allowed with ready-to-eat foods.
- Hand sanitizers are NOT an acceptable substitute for the required hand washing set-up.
- Washing utensils on site is not permitted. Provide extra sets of utensils so that they may be changed out when soiled or at least every four hours.
- All slicing, chopping, peeling, dicing, shredding, mixing, and pre-washing must be done at the commissary except for 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 cheesesteaks 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, other shredded meats, and barbequed meats must be precooked at the commissary.
- All fruits and vegetables must be washed and cut at the commissary.
- Lemons and limes may be cut once on site for lemon/limeade 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 the 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
- Hot holding unit for hot foods
- Served immediately after cooking
- Commercial crock-pot
- Other (specify): \_\_\_\_\_
- Refrigerator
- Freezer
- Steam table
- Held on grill until served

	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:



## Temporary Event Vendor Food Safety Quiz

1. True or False: It is okay for a vendor with one license to operate at two concurrent events.
  
2. At special events, cold food must be kept at or below what temperature?
  - a. Since the event is temporary, there is no cold holding temperature requirement
  - b. 55°F
  - c. 60°F
  - d. 41°F
  
- 4) True or False: Any menu items are acceptable for temporary event vendors.
  
- 5) At what point should your handwashing station be set up?
  - a. Prior to handling or serving any food
  - b. After you have your lunch or dinner rush
  - c. When (or if) you see the health inspector coming
  - d. When you need to wash your hands
  
- 6) What is the minimum amount of water you need for a proper handwashing set up?
  - a. You don't need water, you can use hand sanitizer instead
  - b. 0.5 gallon
  - c. 3 gallons
  - d. 5 gallons
  
- 7) True or False: Food stored or prepared at your home would be considered an approved source.
  
- 8) Which product could be used to properly sanitize food contact surfaces? (circle all that apply)
  - a. Vinegar water
  - b. Hydrogen peroxide
  - c. Lysol Wipes
  - d. Chlorine mixed to a concentration of 50-200 ppm
  - e. Quaternary ammonia mixed to manufactures specifications

9) At temporary events, hot food must be held at or above what temperature?

- a. 135°F
- b. 125°F
- c. 180°F
- d. 95°F

10) Check the type of spigot that would be allowed on the water supply for your handwashing setup.



11) Check the handwashing set up that would be considered acceptable. NOTE: Middle picture from the left has a hands free spigot and third picture from the left has a push button spigot.



12) If you were operating at an event and the generator that your refrigeration was plugged into went out, which one of these actions would you need to take?

- a. Keep operating all day without worrying- pathogenic bacteria do not exist at temporary events
- b. Document the time that the generator went out- after four hours out of temperature any remaining food in the affected refrigeration must be discarded.
- c. If possible, find ice and move food to ice.
- d. Use your thermometer regularly to determine whether food is above 41°F.
- e. A combination of b, c and d

13) True or False: Separate coolers must be used to transport raw meats and other foods.

14) What tool must you ALWAYS have to know whether food is held at the proper temperature?

- a. cooler
- b. propane burner
- c. thermometer
- d. both a and b