



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 late 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 \$45.00 per hour per inspector
- 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 or preparing food on site must obtain a Colorado State Retail Food Establishment License **prior** to the event (unless they are an approved nonprofit organization). License fees are \$255.00 for vendors preparing food, and \$115.00 for vendors offering prepackaged potentially hazardous foods obtained from an approved source, and are 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 or prepare 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
Commerce City, CO 80022
303-288-6816

Greenwood Village
7100 E. Belleview, Suite 102
Greenwood Village, CO 80111
303-783-7133

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