

APPLICATION TO CONDUCT A TEMPORARY RETAIL FOOD ESTABLISHMENT

EVENT INFORMATION

Date: _____

Event Coordinator's Name: _____

Contact Person (If Different): _____

Coordinator's Phone Number: _____

Coordinator's Fax Number: _____

Coordinator's Mailing Address: _____

Name of the Event: _____

Date of Event: _____

Hours of Event: _____

Location of Event: _____

Anticipated Number of Attendants: _____

Anticipated Number of Booths: _____

Number of Sanilets: _____

Refuse Collection: _____



TRI-COUNTY HEALTH DEPARTMENT

Serving Adams, Arapahoe and Douglas Counties

RETAIL FOOD PROGRAMS

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

Englewood
4857 S. Broadway
Englewood, CO 80110
303-761-1340

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Completed form is to be returned at least two weeks prior to event

Event Name: _____
Event Coordinator Name: _____
Address: _____ City _____ State _____ Zip: _____
Phone Numbers: Home: _____ Work: _____ Fax: _____
Address of Event: _____
Date(s) of Event: _____ Time: _____
Food Booth Vendor: _____
Address: _____ City _____ State _____ Zip: _____
Booth Contact Person: _____
Phone Numbers: Home: _____ Work: _____ Fax: _____
Do you have a current Colorado Retail Food Establishment License to sell potentially hazardous food at a temporary event? _____ Yes _____ No If yes, account number: _____ Copy must be enclosed.
Applicant Signature _____ Date: _____
Applicant Name: (Please Print) _____



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1. List all menu items and their ingredients that you plan to sell at the event.

2. List all food items that you will prepare prior to the event.

a.) Where will these foods be prepared prior to the event?

b.) Once cooked, describe how cooked products will be cooled to 41°F in less than 6 hours.

c.) How and where will products be reheated to 165°F (if needed)?

3. While transporting food to the event, what equipment will be used to maintain food at 41°F or below? At 135° F or above?

4. What equipment will be used on site to maintain proper food temperatures?

5. What final assembly of food product will take place at the event?



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6. How will leftover food be cooled/stored to 41°F for next day use? How will this food be reheated to 165°F?

7. Describe WHERE and HOW FREQUENTLY utensils and equipment will be washed-rinsed-sanitized?

8. Water and ice for the event must be obtained from an approved source. What is your source for water and ice, and how will the water and ice be stored on site?

9. Liquid waste must be disposed into a sanitary sewer system. Solid waste must be disposed into a dumpster. How will you dispose of your liquid and solid wastes?

10. Describe the required hand-washing facilities that you will provide on site.

11. Food must be protected from the Public during preparation and storage. Describe how this will be done.



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CHECKLIST FOR FOOD VENDORS

- _____ Bleach, container for bleach solution, wiping cloths
- _____ Chlorine test strips
- _____ Covered container with spigot for handwashing water
- _____ Wastewater collection containers (5 gallon buckets are acceptable)
- _____ Paper towels and soap for handwashing, nail brush
- _____ Hair restraints, i.e. hat, hair net
- _____ Equipment to maintain cold foods at 41°F or below
- _____ Thermometer inside each refrigerator
- _____ Serving spoons, spatulas, tongs, scoops, etc.
- _____ Equipment to maintain hot foods at 135°F
- _____ Roll of food-grade plastic wrap for covering food
- _____ Method for elevating food and paper goods off ground
- _____ Adequate number of tables with washable surfaces
- _____ Plastic garbage bags
- _____ Metal stem product thermometer (0°-220°F) for taking food temperatures
- _____ Overhead roof or canopy
- _____ Non-flammable trash can
- _____ Fire extinguisher
- _____ Single-use gloves



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