

EVENT REVIEW APPLICATION

Please email completed applications to landuse@tchd.org.

General Information

The Event Review Application is intended to be completed by Event Coordinators hosting temporary food events as defined by the Colorado Retail Food Regulations, "***A community event that operates for a period of time not more than 14 consecutive days that may include town celebrations, fairs, or festivals.***" TCHD will review each event for the following environmental health component. Where additional details is required about your event please use the fillable boxes to respond.

- COVID-19 Best Practices
- Food Service
- Water
- Wastewater
- Restrooms
- Solid Waste
- Noise
- Petting Zoo

Note: While COVID-19 restrictions have been lifted per State Public Health Orders, the best prevention practices are included to support event coordinators in creating safe and healthy environments for all attendees. See page 3 for more information.



The applicant will receive a response in the form of a comment letter no later than a week after submission. A re-submittal of the plans will not be required unless indicated in the letter.

Event Name:

Event Dates:

Event Hours of Operation:

Event Location:

Event Operator Name:

Phone Number:

Email:

Mailing Address, city, state, zip code:

Expected Number of Attendees:

Event narrative (Briefly describe the nature of the event):

COVID-19

The Coronavirus (COVID-19) is a disease with a range of health impacts including death. COVID-19 is spread from person to person. Proper precautions can help to reduce the spread of COVID-19, thus reducing health and economic impacts on our community. Although many people are vaccinated, and many of the restrictions in place in recent months have been lifted, TCHD recommends that event organizers evaluate their event plans, and utilize best practices to help mitigate the spread of COVID-19. More information is available here: <https://www.tchd.org/838/Practice-Safe-Six>.

Recommended best practices include the following:

- Exclusion of Symptomatic and Exposed Individuals: The operator should require that employees, volunteers, and performers showing any symptoms or signs of sickness, or who are not vaccinated and have been in contact with a known positive case stay home. Attendees who are showing any symptoms or signs of illness, or who are not vaccinated and have been in contact with a known positive case should stay home and not attend the event.
- Face Coverings: Face coverings (masks), covering the nose and mouth, are encouraged indoors. More information is available here: <https://covid19.colorado.gov/mask-guidance>
- Proper Hand-washing: Washing hands with soap and water for at least 20 seconds should be encouraged. Hand-washing signage can be found here: <https://www.cdc.gov/handwashing/posters.html>.

More information can be found at the following links:

Colorado guidance for indoor events: <https://covid19.colorado.gov/indoor-events>

Colorado guidance for outdoor events: <https://covid19.colorado.gov/outdoor-events>

Guidance for Farmers' Markets: <https://drive.google.com/file/d/1oz7Uz4iHhliVMW-Z0tGt2-E8mLZldDsO/view>

Food Service

- Food vendors must be licensed by the State of Colorado and approved by TCHD. Food vendors shall comply with the Colorado Retail Food Regulations and all requirements for restaurants under potential Public Health Order(s) in place at the time of the event.
- A link to guidance for restaurants can be found here: <https://covid19.colorado.gov/restaurants-food-services> . Please contact your local TCHD Environmental Health Office for assistance with obtaining necessary licenses and approval:

Castle Rock office located at 410 South Wilcox Street, 303-663-7650

Commerce City office located at 4201 E. 72nd Ave. Suite D, 303-288-6816

Aurora office located at 15400 E. 14th Place, 303-363-3055

Admin office located at 6162 S. Willow Drive, 720-200-1670

Will the event include vendors? Yes No

If yes, provide information on all participating in the Food Vendors on the last page.

Water

Water for attendees must be provided in a manner that protects water quality. Bottled water is acceptable for most events. Attendees should be encouraged to bring their own water.

Explain how attendees will have access to drinking water and how you plan to protect wellheads if applicable.

Wastewater

Wastewater from food booths, mobile food vendors, and other sources shall not be disposed of on the ground or in storm drains. Wastewater must be disposed of through a sanitary sewer system.

Explain the method for handling wastewater at the event including the disposal of wastewater.

Restrooms

- An appropriate number of toilets must be provided for attendees.
- Handwashing stations with running water, soap, paper towels, and a waste bin should be provided near the toilets.
- Arrangements should be made to clean and disinfect high touch surfaces in restrooms, including portable toilets frequently during the event.
- Arrangements should be made for service or replacement of portable toilets as needed during and after the event.
- Arrangements should be made to monitor supplies including toilet paper, soap, and paper towels Explain how you will provide and properly sanitize toilets. This description shall include the number of toilets, the type of toilets provided (permanent or portable), and a plan for properly disinfecting and servicing the toilets.



Explain your plan for providing restrooms and keeping them clean, disinfected and serviced throughout the event.

Solid Waste

Trash and recycling receptacles should be provided at the event. They should be emptied regularly, and managed in such a way that nuisances are avoided. Due to COVID-19, touch-less containers are recommended.

Explain how you will provide trash and recycling receptacles, including dumpsters, throughout the event site and the frequency of service for trash.

Noise

- Events shall comply with Colorado’s noise abatement statute and shall not create a nuisance for nearby receptors. TCHD recommends the applicant consider measures to mitigate noise impacts to neighbors.

Will the event be a source of noise from music or other sound amplification, or from attendees?

Yes No

If yes, explain how the applicant will ensure noise does not impact neighbors.

Petting Zoo

- Illness causing organisms such as E. coli have been known to spread through contact with animals in settings such as petting zoos.
- If a petting zoo is included, place signs encouraging hand washing at the exit of the petting zoo area to remind the public to wash their hands after exiting this activity area. TCHD recommends a handwashing station be provided at the exit of the petting zoo.

Is a petting zoo proposed? Yes No

If yes, explain how traffic will be controlled and social distancing maintained and how you will ensure that event attendees will have access to a hand wash station near the petting zoo exit.

