



Broomfield Health and Human Services Department

Public Health & Environment Division

6 Garden Center

Broomfield, CO 80020

720-887-2220

TEMPORARY SPECIAL EVENTS GUIDELINES

Dear Food Vendor/Event Coordinator:

The following procedures and guidelines will apply for **Temporary/Special Food Service Events** held in the City and County of Broomfield. A temporary food service establishment is defined as an establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

1. **Food worksheets and applications must be submitted in writing to Broomfield Public Health and Environment prior to the Temporary Event.** Temporary food services will not be permitted unless prior approval is granted. Food service will be limited to the service of those foods submitted and approved on the worksheets.
2. **An application and review fee, applicable to your menu, will be charged to all applicants. The fee must accompany the application or it will not be processed. However, all applicants recognized under the non-profit status are exempt. Please provide documentation. Please see fee schedule below.**
3. All vendors must hold a current **"Colorado Retail Food Service License"** unless the vendor is charitable or non-profit in nature (**non profit ID number to accompany the application**). **A copy of this license must accompany the application.** The Public Health and Environment Division will provide assistance for all vendors who need a Colorado Retail Food Service License.
4. All foods (including ice) must be prepared in a commercial kitchen approved by the Broomfield Public Health and Environment Division. All foods must be pre-cut, prepared, and ready for cooking or service when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is prohibited. Turkey legs shall be pre-cooked.
5. All utensils and equipment must be washed, rinsed, and sanitized daily in a 3-compartment sink approved the Public Health and Environment Division. Extra serving utensils must be provided so soiled utensils can be changed every four (4) hours. Be advised, on-site washing in tubs/basins is not allowed.
6. All produce items must be washed at an approved commercial kitchen having a food prep sink, or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples).
7. All foods, utensils, and paper goods must be transported in clean, covered containers to protect them from contamination.
8. Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. **Containers or**

coolers made from Styrofoam are not approved for use. The storage of packaged food/beverage in un-drained ice is prohibited.

9. Potentially hazardous foods such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans must be maintained below 41°F or above 135°F at all times during the event.
 - Foods cannot sit out at room temperature even if frozen.
 - Food thermometers (scaled 0°F – 220°F) must be provided at the event for monitoring food temperatures.
 - Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F.
 - Foods prepared a day or more before they will be served must be quickly cooled (from 140°F to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours) using ice baths, or must be cooled under refrigeration in shallow pans with frequent stirring, or by another approved method which will bring the food temperature down to less than 41°F. Cooling of foods at room temperature is prohibited. Cooling of hot foods at the event is prohibited.
 - Service of food items will not be allowed if foods are not at proper temperatures.
10. Foods, utensils, equipments, and single-use items must be protected from dust, dirt, insects, and customers while being stored, used and/or served. All food, paper products, and utensils must be stored off the ground and in a protective sleeve or container.
11. Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food. Direct hand contact of foods must be minimized. The use of clean food handler's gloves is recommended and they do not replace the need for hand washing.
12. **A hand washing station must be provided in each food booth. Service of food items will not be allowed without a proper hand wash station.** The hand washing station is to consist of a covered container filled with warm water, at least five (5) gallons in size, **with a spout or spigot on the bottom that can be opened with one hand and will remain open while both hands can be put under the stream of water and washed.** A 5-gallon catch bucket to be placed under the water container, hand soap, and paper towels must also be provided. The hand wash station must be set up so it is accessible and easy to use. All wastewater must be disposed of to the sanitary sewer system.
13. Eating, drinking, and smoking is prohibited within the food booth. Staff must leave the booth for these activities and wash hands upon return to work.
14. A separate container of clean, warm water must be provided in the stand at all times. This container, to be used for the storage of wiping cloths, must have a residual of 50 ppm chlorine (approximately 1 teaspoon of bleach per gallon of water) or 200 ppm quaternary ammonium. Approved sanitizer and test strip kits must be provided in the food booth. If a wiping cloth is provided, it shall be saturated with the proper concentration of approved sanitizer at all times.
15. Any solid wastes such as food debris, or waste paper must be collected and later disposed of in a commercial establishment. A clean trash receptacle with lid must be provided in the food booth.
16. All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank, or be discharged into an approved wastewater disposal system.

17. Unless "fully equipped", mobile vendors must operate from an approved commissary conveniently located from the event. Vendors must report to the commissary at least daily for servicing operations. A letter of approval from the commissary must accompany the event application.
18. A food grade hose must be used when connecting to an approved potable water supply.
19. Complete the attached Temporary Food Service Establishment applications and Hazard Analysis Worksheet and return it to the Broomfield Public Health and Environment Division. BPHE requires a minimum of 10 working days to review the information.
20. If you have any questions concerning these guidelines, or if the Public Health and Environment Division can be of any assistance, please feel free to contact us at 720-887-2220.

ITEM CHECKLIST FOR TEMPORARY/ SPECIAL EVENTS

- ___ 1. Thermal insulated container with a spout that stays on for washing hands
- ___ 2. Clean, warm water in the thermal insulated container
- ___ 3. Catch basin
- ___ 4. Hand soap
- ___ 5. Single-use towels
- ___ 6. Metal, stem food thermometers (sealed 0°F – 220°F)
- ___ 7. Food grade plastic gloves (to be used by anyone with an open wound or cut on the hands)
- ___ 8. Covered trash receptacle
- ___ 9. Commercial kitchen for equipment washing and sanitizing

* If wet wiping cloths are to be used, a container of sanitizing solution, approved sanitizer, and proper test strips to check concentration shall be provided.



**BROOMFIELD HEALTH & HUMAN SERVICES
PUBLIC HEALTH & ENVIRONMENT DIVISION
Food Protection Program**

**6 Garden Center
Broomfield, CO
80020
720-887-2220
720-887-2229 (Fax)**

**For Office Use
Only
Account #**

TEMPORARY EVENT APPLICATION

Event: _____

Event Date: _____

Times: _____

Location: _____

*Organization: _____

Please provide a copy of the organization's Colorado Sales Tax License

Organization Address: _____

Contact Person: _____

Telephone: _____

Commissary Name: _____

Commissary Address: _____

In consideration thereof, I do hereby certify that I have complied with all the items of sanitation as listed in the Colorado State Retail Food Establishment Code, and that I have complied with all instructions given me by authorized inspectors of the Broomfield Public Health & Environment Division. I do hereby agree that in the event that the items of sanitation are not complied with, I will discontinue serving food until such time as requirements are met.

Authorized Signature Title Date

**All non-profit organizations must provide a copy their Federal Non Profit Number (Form 501-3C)*

Office Use Only

- No Fee License Inspection (School, Charitable Organization, Church, Other) \$0
- Application/Food Service Inspection Fee with *State Temp Event License \$90
- Application/Limited Food Service Inspection Fee with *State Temp Event License \$45
- Application for State Temp Event License/Food Service Inspections Fee \$255
- Application for State Temp Event License/Limited Food Service Inspection Fee \$115
- Additional Late Fee will be added to original Inspection Fee for applications \$45
(Late Fee date to be determined upon Event Date; No applications accepted after 4 pm)

Date Paid _____ Receipt # _____ Check # _____ Received by _____

*Issued by any county other then Denver County



Broomfield Health and Human Services
Public Health and Environment Division

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors shall complete and submit to Broomfield Public Health and Environment for each event in Broomfield County. If no menu and no equipment change are occurring from one event to another, the completed original may be copied. Please attach a copy of your current temporary event or mobile unit Colorado Retail Food Establishment License, if already licensed.

Event Name: _____ Date(s): _____

Please complete the following information:		
Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address(Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ()	Fax #	
Contact Name	Contact #	
Which county issued your license?	E-mail	

Colorado Retail Food Establishment licenses are not transferable from one owner to the next.

Are you:

Unlicensed _____ Non-profit (provide documentation) _____
 Licensed Temporary Event (provide copy) _____ Licensed Mobile Unit (provide copy) _____

Hours of operation of the temporary food booth for this event:

Mon _____ Tue _____ Wed _____ Thu _____
 Fri _____ Sat _____ Sun _____

How many people do you anticipate serving each day of the event? _____

FOR HEALTH DEPARTMENT USE	
Licensed _____	APPROVED
Needs a license _____	Yes _____
Non-profit _____	No _____
<i>EH Specialist Signature</i> _____	<i>Date</i> _____

MENU (Please attach additional sheet, as necessary)

Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)

Be sure to include items such as toppings and condiments.

Food and Drink Items	Location where obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION

Preparation at Approved Facility or Commissary before Event

Check which preparation procedure each menu item requires.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

What is the name and location of your commissary?

(Complete Commissary Agreement on Page 11.)

Name: _____

Contact Person and Phone Number: _____

Cooling

How will foods be rapidly cooled to 41°F or below? (mark all that apply)

- Shallow pans (less than 4") in refrigerator or cooler
- Using an ice-bath to cool the food product
- Ice paddle or wand
- Other (specify) _____

Transport

Please provide the distance that you will be transporting food to the event? _____

What equipment will you use to control temperatures during transport?

- Coolers with Ice
- Cambros for cold foods
- Cambros for hot foods
- Other (specify) _____

HANDWASHING AND FOOD HANDLING

A hand-washing station WITHIN each booth or unit is REQUIRED unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your booth / unit.

- I will be serving only prepackaged foods that require no preparation and/or cooking.
- I will be serving foods that require preparation and / or cooking and will provide the following for hand-washing:
 1. a minimum of 2 gallons of warm potable water that shall be refilled as needed in a container with a 'hands-free' spigot
 2. soap
 3. paper towels
 4. 5 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.

Where will wastewater be disposed?

- Commissary Approved on-site receptacle at event Other _____

Waste water CANNOT be dumped on the ground or into storm drains. Water shall be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.

How will you prevent bare hand contact with ready to eat foods?

- Tongs Food-grade disposable gloves Deli tissues
 Other (list) _____

Food Handling at the Booth *(Please attach additional sheets, as necessary.)*

List all menu items, including beverages, to be served from the temporary food booth. Check which food handling procedure each menu item requires at the booth.

Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Hot Food Items

- How will these foods be cooked at the site? (mark all that apply)
 - Grill
 - Hot plate
 - Deep fat fryer
 - Oven
 - Microwave
 - Other (specify) _____
- How will hot foods be held at 135°F or above at the event? (Mark all that apply)

(Sterno burners are prohibited)

 - Hot holding unit
 - Steam table
 - Held under heat lamps
 - Served immediately after cooking
 - Crock-pot
 - Held on grill until served
 - Other (specify) _____
- What utensils will you use to dispense or serve the hot items? _____

Cold Food Items

- How will cold foods be held at 41°F or below at the event? (Mark all that apply)
 - Refrigerator / freezer
 - Ice chest - *shall be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*
 - Other (specify) _____
- What utensils will you use to dispense or serve the cold items? _____
- How many food thermometers (0-220°F) will you provide at the event? _____
 What type: Metal stem probe Thermocouple Digital

Where will utensil washing take place?

- Commissary
- Commercial 3-compartment sink

What is your booth plan for flying insects and dust control, if applicable?

BOOTH LAYOUT AND MAP

Provide a drawing of the Temporary Food Establishment. Identify and describe all equipment.

The map shall include the following:

- | | |
|--|---|
| <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> Hot and Cold Holding equipment |
| <input type="checkbox"/> Hand Washing facilities | <input type="checkbox"/> Work surfaces |
| <input type="checkbox"/> Food and Single Service storage | <input type="checkbox"/> Garbage containers |
| <input type="checkbox"/> Customer Service area | |



COMMISSARY AGREEMENT

_____ Date

I, _____ of _____,
(Owner/Operator) (Establishment Name)

located at _____
(Address of Establishment)

do hereby give my permission to _____
(Name of Mobile Unit/Pushcart/Temporary Booth)

to use my kitchen facilities to perform the following:

- | | |
|---|---------------------------|
| _____ Preparation of foods such as vegetables or fruits,
cutting meats, cooking, cooling, reheating. | _____ Ware washing |
| _____ Storage of foods, single service items, and cleaning agents | _____ Filling water tanks |
| _____ Service and cleaning of the equipment | _____ Dumping waste water |
| | _____ Other (list below) |

Commissary Water Supply? Municipal _____ Well _____

Commissary Sanitary Sewer Service? Municipal _____ Septic _____

Indicate the equipment available at the commissary for the proposed uses:

Hand sink _____ Prep Sink _____ Mop sink _____ Three bay sink _____

Dish machine _____ Refrigeration _____ Cooling equipment _____ Dry Storage _____

Other _____

_____ Owner/Operator

_____ Phone Number

This Commissary Agreement is valid for this calendar year only.