



TEMPORARY/SPECIAL EVENT GUIDELINES

Dear Food Vendors:

The following procedures and guidelines will apply for Temporary/Special Events held in the City and County of Broomfield. A temporary retail food establishment is defined as a food 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 vendor applications shall be submitted in writing to the Public Health and Environment Division prior to being accepted into the 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 application.
2. An application and review fee (see page 4), applicable to your menu, will be charged to all applicants. The fee shall accompany the application or it will not be processed. Make checks payable to City and County of Broomfield. However, all applicants recognized under the non-profit status are fee exempt, and must provide documentation of exempt status.
3. All vendors shall hold a current "Colorado Retail Food Service License," unless the vendor is charitable or non-profit in nature. A copy of this retail food service license shall 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 vendors shall operate from an approved commissary conveniently located to the event. Vendors shall report to the commissary at least daily for servicing operations. A letter of approval from the commissary shall accompany the event application (see page 11).
5. All food (including ice) shall be prepared in your licensed commissary. All food shall 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 at an approved site/commissary.
6. All utensils and equipment shall be washed, rinsed, and sanitized daily in a 3-compartment sink or dish machine at your licensed commissary. Extra serving utensils shall be provided so soiled utensils can be changed every four (4) hours. Be advised, on-site washing in tubs/basins is not allowed.
7. All produce shall be washed in the food prep sink at your licensed commissary or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples).
8. All food, utensils, and paper goods shall be transported in clean, covered containers to protect them from contamination.
9. 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/beverages in un-drained ice is prohibited.

10. Potentially hazardous foods such as meat, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans shall be maintained at or below 41°F or at or above 135°F at all times during transport and during the event.
 - Food cannot sit out at room or air temperature even if frozen.
 - Food thermometers (scaled 0°F - 220°F) shall be provided for monitoring food temperatures.
 - Food prepared a day or more before they will be served shall be quickly cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours. This shall be accomplished by using ice baths or shall be cooled under refrigeration in shallow pans with frequent stirring, or by another approved method that will bring the food temperature down to 41°F or below in the correct amount of time.
 - Cooling of food at room temperature is prohibited.
 - Cooling of hot food at the event is prohibited.
 - Service of food items will not be allowed if food is not at proper temperatures.
11. Food, utensils, equipment, and single-use items shall be protected from dust, dirt, insects, and customers while being stored, used, and/or served.
12. All food, paper products, and utensils shall be stored off the ground and in a protective sleeve or container.
13. Direct bare hand contact with ready-to-eat food is prohibited. Serving utensils shall be used whenever possible and shall be stored in the product with the handle extended out of the food. All food workers shall handle food with tongs, utensils, deli tissues, or gloves. The use of these items does not replace the need for frequent and thorough hand washing.
14. A hand washing station shall be provided in each food booth. Service of food items will not be allowed without a proper hand wash station. The hand washing station shall consist of an insulated, covered container filled with warm water, at least two (2) gallons in size, with a spout or spigot on the bottom that can be opened with one hand and that will remain open while both hands are under the stream of water being washed. A 5-gallon catch bucket shall be placed under the water container. Hand soap and paper towels shall be provided. The hand wash station shall be set up so it is accessible and easy to use. All wastewater shall be disposed of to the sanitary sewer system.
15. Eating, drinking, and smoking are prohibited within the food booth. Staff shall leave the booth for these activities and wash hands upon returning to work.
16. A separate container of clean, warm water for sanitizer shall be provided in the food booth at all times. This container, to be used for the storage of wiping cloths, shall 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 shall be provided in the food booth. Wiping cloths shall be saturated with the proper concentration of approved sanitizer at all times.
17. Any solid waste, such as food debris or waste paper, shall be collected and later disposed of in a commercial establishment. A clean trash receptacle with lid shall be provided in the food booth.
18. No pets or animals are allowed in the food booths.
19. All liquid waste, except drainage from clean potable ice, shall be stored in a properly sized retention tank, or be discharged into an approved wastewater disposal system.
20. A food-grade hose shall be used when connecting to an approved potable water supply.
21. Complete the attached Temporary/Special Event Application and return it to the event coordinator who will forward it to the Broomfield Public Health and Environment Division.
22. 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.

CHECKLIST FOR TEMPORARY/SPECIAL EVENTS

- _____ Insulated container with a spout that stays on for washing hands
- _____ Clean warm water in an insulated container
- _____ Catch basin for wastewater
- _____ Hand soap
- _____ Single-use towels
- _____ Metal stem food thermometers (scaled 0°F - 220°F)
- _____ Food-grade disposable gloves
- _____ Extra serving utensils, so soiled utensils can be changed every four (4) hours
- _____ Covered trash receptacle
- _____ Licensed commissary for cooking and equipment washing/sanitizing, etc.
- _____ Container of approved sanitizing solution, wiping cloths, and proper test strips to check concentration

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 Regulations, and that I have complied with all instructions given me by authorized officials of the Public Health and 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



Health and Human Services
 Public Health and Environment
 100 Spader Way
 Broomfield, CO 80020

TEMPORARY/SPECIAL EVENT APPLICATION

All vendors must complete and submit an application for each event in Broomfield County.
 Please attach a copy of your current temporary event or mobile unit Colorado Retail Food Establishment License.

Food Establishment Name: _____

Street Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner's Name: _____

Street Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

Name of Contact: _____ Phone: _____

Which county issued your license? _____

Licensing Information (circle all that apply)

- Unlicensed
(Contact Health Department)
- Licensed Temporary Event
(provide copy)
- Licensed Mobile Unit
(provide copy)
- Non-profit
(provide documentation)

List any additional events and dates you plan on participating in within Broomfield County

Event Name	Event Date(s)	Location

Please make all checks payable to City and County of Broomfield

- No Fee - school, charitable organization, church, other (501c3 must be attached) \$0
- Application/Food Service Inspection Fee with State Temp Event License or Mobile Unit License \$90
- Application/Limited Food Service Inspection Fee with State Temp Event License or Mobile Unit License \$45
- Application for State Temp Event License or Mobile Unit License (Food Service) \$255
- Application for State Temp Event License or Mobile Unit License (Limited Food Service) \$115
- Additional Late Fee for applications submitted \$45

Internal use only

___Licensed ___Needs a License ___Non-profit ___Approved ___Unapproved

EH Specialist Signature: _____

Date: _____

I. MENU (Attach additional sheets if needed)

List all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.) including items such as toppings and condiments.	
Food and Drink Items	Location where Obtained

II. FOOD PREPARATION AT THE EVENT

Food preparation/handling at the event							
List menu items and check which preparation procedure each menu item requires.							
Food Item	Thawing	Cut/ Assemble	Cook/ Bake	Cooling	Reheating	Cold Holding	Hot Holding

A. Cooked Food Items On-site (Check all that apply)

How will foods be cooked at the event?

Grill Stove/Oven Not Applicable (specify): _____
 Deep fat fryer Microwave Other (specify): _____

B. Hot Food Items On-site Please note: Sterno burners are prohibited

How will hot foods be held at 135°F or above at the event? (Check all that apply)

Hot holding unit Steam table Held under heat lamps
 Crock-pot Held on grill until served Served immediately after cooking
Other (specify): _____

What utensils will you use to dispense or serve the hot items?

C. Cold Food Items On-site Please note: Storage of potentially hazardous foods are prohibited in ice chest.

How will cold foods be held at 41°F or below at the event?

Refrigerator/freezer
Other (specify): _____

What utensils will you use to dispense or serve the cold items?

D. Reheating Food Items On-site

How will foods be re-heated to at least 165°F at the event? (Check all that apply)

Grill Stove/Oven Not Applicable (specify): _____
 Hot plate Microwave Other (specify): _____

E. Transport

Provide the distance between your approved facility or commissary and the location at the event.

Distance: _____

What equipment will you use to control temperatures during transport? (Check all that apply)

Refrigerator/freezer Cambros for hot foods Cambros for cold foods
Other (specify): _____

III. FOOD PREPARATION IN COMMISSARY (Attach additional sheets if needed)

Preparation at Commissary (List menu items and check which preparation procedure each menu item requires)							
Food Item	Thawing	Cut/ Assemble	Cook/ Bake	Cooling	Reheating	Cold Holding	Hot Holding

A. Cooked Food Items in the Commissary

How will foods be cooked in the commissary? (Check all that apply)

Grill Stove/Oven Not Applicable (specify): _____

Deep fat fryer Microwave Other (specify): _____

B. Hot Food Items in the Commissary

How will hot foods be held at 135°F or above in the commissary? (Check all that apply)

Hot holding unit Steam table Held under heat lamps

Oven/Stove Held on grill Not applicable (specify): _____

Other (specify): _____

C. Cold Food Items in the Commissary

How will cold foods be held at 41°F or below at the commissary? (Check all that apply)

Reach-In Refrigerator Walk-In Cooler Not applicable (specify): _____

Reach-In Freezer Walk-In Freezer Other (specify): _____

D. Reheating in the Commissary

How will foods be re-heated to at least 165°F at the commissary? (Check all that apply)

Grill Stove/Oven Not Applicable (specify): _____
 Microwave Other (specify): _____

E. Rapidly Cooling in the Commissary

How will foods be rapidly cooled to 41°F or below at the commissary? (Check all that apply)

Shallow pans (less than 4") in refrigerator or cooler Ice-bath to cool the food product
 Ice paddle or wand Not applicable (specify): _____
Other (specify): _____

What kind and how many food thermometers (0-220°F) do you have? (Check all that apply)

Metal stem probe Thermocouple Digital

How often will you use a thermometer to check food temperatures?

Where will utensil washing take place?

Commissary Commercial 3-compartment sink unit

IV. HAND WASHING and WASTEWATER

A hand washing station is REQUIRED within each booth or unit unless only prepackaged foods requiring no preparation and/or cooking are to be served.

Please note: Hand 'sanitizers' are not an acceptable substitute for required hand washing set-up.

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: (initial below)

_____ 2 gallons (minimum) of warm potable water refilled as needed in a container with a 'hands-free' spigot
_____ 5 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed
_____ Soap and paper towels

Where will wastewater be disposed? **Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer.** (Please contact event coordinator for location.)

_____ Commissary _____ Approved on-site receptacle at event

Other (specify): _____

How will you prevent bare hand contact with ready to eat foods? (Check all that apply)

_____ Tongs _____ Food-grade disposable gloves _____ Deli tissues

Other (specify): _____

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

V. BOOTH LAYOUT AND MAP Provide a drawing schematic of the Temporary Food Establishment

The map shall include the following:

- ✓ Cooking equipment
- ✓ Hand Washing facilities
- ✓ Food and Single-service storage
- ✓ Customer Service area
- ✓ Hot and Cold Holding equipment
- ✓ Work surfaces
- ✓ Garbage containers



COMMISSARY AGREEMENT

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

located at _____
(Address of Establishment, City, State, Zip)

give my permission to _____ of _____
(Mobile Unit Owner/Operator) (Mobile unit Name)

to use my kitchen facilities to perform the following tasks on their operational days:

- Preparation of food such as produce, cutting meats/seafood, cooking, cooling, reheating
- Ware washing
- Filling water tanks
- Dumping waste water
- Storage of foods, single service items, and cleaning agents
- Service and cleaning of equipment
- Other (specify) _____

A Commissary Use Log will be maintained and made available to the Public Health and Environment Division upon request. Indicate how and where the commissary use log will be maintained:

Commissary Water Supply:

- Public Private Public Water System ID Number (PWSID#) _____

Commissary Sanitary Sewer Service:

- Public Private

Signature _____ Date _____
(Commissary Owner/Operator)

Commissary Contact phone number: _____

Commissary Email: _____



**This Commissary Agreement is valid for this calendar year only
Copy of Colorado State Retail Food license for Commissary is attached**