COLORADO
Department of Public Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

TEMPORARY EVENT FOOD SERVICE APPLICATION

Completed packet must be submitted to Environmental Health **at least 2 weeks before** the event.

Requirements for participating in a temporary event:

- ❑ Only LIMITED food preparation is allowed on-site.
- ❑ Menu
- ❑ Commissary approval letter.
  - The need for a commissary is based on the menu, type of operation, event duration, and equipment and services available at the event.
  - If you do not operate out of a licensed facility within 30 minutes of the event, you must arrange to have a commissary within 30 minutes of event and obtain an approval letter from that commissary.
  - The commissary must be adequate to support the safe handling of food.
- ❑ Temporary handwashing must be supplied by either the vendor or the event coordinator.
- ❑ Do not dump any waste in the street. All waste must be properly disposed of in event trash bins or back at your restaurant/commissary.

NAME OF ESTABLISHMENT/VENDOR: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

BOOTH/VENDOR CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL: _____

NAME OF EVENT: _____ LOCATION: _____

DATE OF EVENT: _____ HOURS OF OPERATION: _____

EVENT COORDINATOR: _____ PHONE NUMBER: _____

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NAME OF COMMISSARY: _____

ADDRESS: _____

PHONE: _____

CONTACT AT THAT LOCATION: _____

AN APPROVAL LETTER FROM A REPRESENTIVE OF YOUR COMMISSARY MUST BE ATTACHED

Menu and Food Processes

Item and Ingredients	Process (cooling, cold holding, reheating, hot holding)
Pork taco (shredded pork, pineapple and cabbage slaw, cilantro, corn tortilla)	**Pork is cooked and cooled at commissary. It is reheated and kept warm on truck. Canned pineapple and pre-shredded cabbage are held cold until use.**

EXAMPLE

Who supplies the food for your operation at the event?

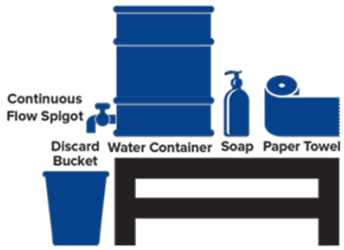
What food handling/storage/cooking equipment will be used? List the type of equipment and how it will be used. (An example is a cooler filled with ice for cold holding)

How are cold and/or hot foods maintained below 41°F or above 135°F during transportation to the event?

How are food temperatures maintained during the event? (include equipment list):

Will leftover food be handled and stored for next day use? If YES, how? (Provide cooling & reheating procedures, equipment and storage location)

Will the event provide handwashing facilities for the food vendors? No If YES, indicate number:
If NO, please provide a description of your handwashing set-up? (example provided below)



Describe where and how frequently utensils and equipment will be cleaned and sanitized.

You must include a diagram of the layout of your booth with this application.

If you have any questions, please contact CDPHE Retail Food Safety Program staff at 303-692-3645, option #1. Once completed, please submit all required forms/documents to:cdphe_laponduty@state.co.us

Please note that no fees for this application or permitting are required for operating as an event vendor.

I HEREBY AGREE TO COMPLY WITH THE RULES AND REGULATIONS GOVERNING THE SANITATION OF FOOD SERVICE ESTABLISHMENTS IN THE STATE OF COLORADO. IF MY FOOD SERVICE FACILITY IS INSPECTED BY THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE) AND FOUND TO BE IN VIOLATION OF ANY CRITICAL ITEM ADDRESSED IN THESE RULES OR REGULATIONS, I WILL IMMEDIATELY CEASE FOOD SERVICE OPERATIONS UNTIL AUTHORIZED TO RESUME BY CDPHE.

APPLICANT SIGNATURE_____DATE _____