



DEPARTMENT OF HEALTH AND ENVIRONMENT

1525 Blue Spruce Drive
 Fort Collins, Colorado 80524-2004
 General Health (970) 498-6700
 Environmental Health (970) 498-6775
 Fax (970) 498-6772

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors must complete and submit to Event Coordinator for each event in Larimer County. If no menu and no equipment change is 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) of Event: _____
 Event Location: _____ City: _____

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	

All vendors shall have the original Colorado Retail Food Establishment license on premise at all times.

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? _____

Please list any additional events and dates that you plan on participating in (County Name) County

Event name _____ Date _____ Location _____

FOR HEALTH DEPARTMENT USE

Licensed _____ APPROVED
 Needs a license _____ Yes _____
 Non-profit _____ No _____
EH Specialist Signature _____ Date _____

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 5.)

Name: _____

Contact Person and Phone Number: _____

Cooling

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

- Shallow uncovered pans (less than 3”) in refrigerator or cooler
- Using an ice-bath to cool the food product
- Ice paddle or wand
- Other (specify) _____

Reheating

How will foods be re-heated to at least 165 degrees F? (mark all that apply)

- Microwave
- Grill
- Oven
- Hot plate
- Other (specify) _____

Transport

What equipment will you use to control temperatures during transport?

- Coolers with Ice
- Cambros for cold foods
- Cambros for hot foods
- Distance (event being less than 15 minutes away)
- 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 5 gallons of warm potable water that must 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.

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

1. How will these foods be cooked at the site? (mark all that apply)

- Grill
- Hot plate
- Microwave
- Deep fat fryer
- Oven
- Other (specify) _____

2. How will hot foods be held at greater than 135° F at the event? (mark all that apply)

(Sterno burners are prohibited)

- Hot holding unit Steam table
- Served immediately after cooking
- Held on grill in double boiler until served
- Other (specify) _____

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

Cold Food Items

1. How will cold foods be held at 41° F or below at the event? (mark all that apply)

- Refrigerator / freezer
- Ice chest - *must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*
- Other (specify) _____

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

3. What kind and how many food thermometers (0-220°F) do you have? _____

- Metal stem probe Thermocouple Digital

Where will utensil washing take place?

- Commissary Commercial 3-compartment sink unit

Where will potable water be obtained?

- Commissary On-site (check with coordinator) Other _____

Any hoses used to provide water must be food-grade.

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 must be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.

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:

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