



# 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

Food vendors wanting to operate at temporary special events in Larimer County must obtain approval and licensure from Larimer County Department of Health and Environment prior to operating. Vendors must complete an application form for each point of sale or food booth operated at an event and submit applications to Larimer County Department of Health and Environment with the required license fee(s) fourteen (14) day prior to the event. Late submittal may result in not being allowed to operate. Operating without approval and not being licensed is subject to legal regulatory action including late fees and civil penalties of up to \$1000.

<i>Event Name</i>		<i>Date(s) of Event</i>	
<i>Event Location</i>		<i>City</i>	
<i>Name of Your Operation</i>	<i>Legal Name of Corporation; LLC, or Individual Owner Name</i>	<i>Colorado Sales Tax Account Number</i>	
<i>Mailing Address for Operation (Street Address/PO Box)</i>			
<i>City</i>	<i>State</i>	<i>Zip</i>	
<i>Contact Person</i>	<i>Phone</i>	<i>Email</i>	
<i>Hours of Operation For This Event</i>		<i>Number of People You Are Planning to Serve</i>	

Choose one of the following licensing options:

- Operate for 1-3 consecutive days--\$100 Specify days of operation: \_\_\_/\_\_\_ through \_\_\_/\_\_\_/ 20\_\_\_
- Operate for 1-14 consecutive days--\$250 Specify days of operation: \_\_\_/\_\_\_ through \_\_\_/\_\_\_/ 20\_\_\_
- Operate for a calendar year--\$300
- Non-profit organization (provide documentation).
- Licensed mobile food trucks/trailers or carts (attach copy of current retail food license).

Send completed application and licensing fee to:

Larimer County Department of Health and Environment  
 1525 Blue Spruce Dr.                      or                      1601 Brodie Avenue  
 Fort Collins, CO 80524                      Estes Park, CO 80517  
 (970) 498-6776                                      (970) 577-2050

I have read the Temporary Events Guidelines for Food Vendors ([http://larimer.org/health/ehs/food/temporary\\_events.asp](http://larimer.org/health/ehs/food/temporary_events.asp)) and understand that failing to follow the guidelines may result in closure of my operation at the event or other enforcement actions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR HEALTH DEPARTMENT USE</b>	
Approved: Yes                      No	
Temporary Special Events Vendor:	License valid for: ___/___/___ to ___/___/___
Non-profit: Licensed food trucks/trailers or carts:	
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 and FOOD HANDLING**

**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 found at [http://larimer.org/health/ehs/food/temporary\\_events.asp](http://larimer.org/health/ehs/food/temporary_events.asp) and attach it to your application)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

Commissary contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Cooling: Will food be cooked and then cooled at the commissary? YES / NO**

If YES, 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: Will cooked or ready to eat foods be heated at the commissary for transport to the event? YES / NO**

If YES, how will foods be reheated to at least 165°F prior to transporting them? (mark all that apply)

- Microwave
- Grill
- Oven
- Hot plate
- Other (specify) \_\_\_\_\_

**Transport:**

What equipment will you use to transport your food to the event and maintain the food below 41°F or above 135°F?

- Coolers with Ice
- Cambros for cold foods
- Cambros for hot foods
- Distance (event being less than 15 minutes away)
- Other (specify) \_\_\_\_\_

**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 cabinet
- 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? \_\_\_\_\_

**What kind of food thermometers (0-220°F) do you have?**

- Metal stem probe
- Thermocouple
- Digital

**HANDWASHING and WORKER HYGIENE**

**A handwashing station located WITHIN each vending booth is required unless only prepackaged foods requiring no assembly, preparation, or cooking are to be served. Please check the space below that applies to your booth.**

- I will be serving only prepackaged foods that require no assembly, preparation, or cooking.
- I will be serving foods that require assembly, preparation, 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) with cover to catch and contain hand washing 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
- Service of prepackaged items only
- Other (list) \_\_\_\_\_

**GENERAL SANITATION**

**Where will utensil washing take place?**

- Commissary
- Commercial 3-compartment sink

**Where will potable water be obtained?**

- Commissary
- On-site (check with coordinator)
- Other \_\_\_\_\_

*NOTE: Any hoses used to provide potable water must be food-grade.*

**Where will wastewater be disposed?**

- Commissary
- Approved on-site receptacle at event
- Other \_\_\_\_\_

*NOTE: 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 plan for flying insects and dust control, if applicable?**

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**BOOTH LAYOUT AND MAP**

**Provide a drawing of your vending booth. Identify and describe all equipment. Include the following:**

- Cooking equipment
- Hot and cold food holding equipment
- Hand-washing station
- Work tables, cutting boards and preparation surfaces
- Food and single service item storage
- Trash containers
- Customer service area