

FREMONT COUNTY
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT

201 N 6TH STREET

CAÑON CITY, CO 81212

(719) 276-7450 FAX NUMBER (719) 276-7451

amy.jamison@fremontco.com



TO: Event planners and coordinators
FROM: Amy Jamison, Fremont County Environmental Health
SUBJECT: Requirements for food booths at special/temporary events
DATE: June 14, 2023



Enclosed are some informational handouts for you to copy and distribute to individuals or groups that are interested in having a food booth at your event. This information can also be found at <https://www.fremontco.com/public-health/environmental-health>, under the requirements for temporary/special events. Please read over this information carefully and feel free to contact me if you have questions.

If you plan to have food booths at your special event or celebration, the Fremont County Department of Public Health and Environment (FCDPHE) needs to have the following information from you, the organizer, at least 2 weeks before the event:

1. A complete list of ***all*** food booths/mobile units that will be participating in your special event or celebration, including names, addresses, phone numbers and email addresses.
2. If food booths are already licensed outside of Fremont County for the current calendar year, I need a copy of their current RETAIL FOOD ESTABLISHMENT LICENSE or TEMPORARY EVENT LICENSE, along with the attached vendor application.
3. If food booths are not currently licensed and would like to obtain their license from Fremont County during the special event or celebration, the individual or group operating the booth must have all paperwork (license and vendor applications), into this office at least 14 days before the event.
4. If food booths are exempt from licensing requirements (charitable or non-profit, etc.) documentation of their charitable or non-profit status must be provided.
5. Fremont County licensed mobile units are NOT required to fill out the FCDPHE vendor applications again. However, please have them provide their current license to you and have them on the vendor list.

Your cooperation is appreciated. By working together, we can make your special event or celebration fun and safe.

Amy Jamison
Environmental Health
Office: 719-276-7361 [Amy.jamison@fremontco.com](mailto:amy.jamison@fremontco.com)

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Event Coordinator Application

TURN IN APPLICATION AT LEAST 2 WEEKS PRIOR TO EVENT

EVENT INFORMATION

Name of the Event: _____

Date(s) of the Event: _____

Location of the Event: _____

Hour of the Event: (Days and times) _____

Expected number of patrons: _____

Expected peak day(s) if event is longer than 1 day: _____

Anticipated Number of Food Booths: _____ (*Complete Vendor Information List and attach*)

Event Coordinators Name: _____

Coordinator's Phone Number: (_____) _____

Coordinator's Fax Number: _____

Coordinator's Mailing Address: _____

City _____ State _____ Zip Code _____

Coordinator's E-mail address: _____

Contact Person during the Event (if different from above): _____

Contact phone number for the day of the Event: (_____) _____

- Water Supply:** There is access to a potable water taps on site.
 Vendors must bring their own water supplies.
- Wastewater:** There will be liquid waste collection tanks / receptacles on site.
 Vendors must arrange for their own wastewater disposal.
- Electricity:** There will be no electricity supplied on site.
 There is access to electricity on site.
 Generators will be provided for vendor use.
 Vendors are allowed to use generators on site.
- Trash / Refuse:** There will be trash receptacles throughout the event for the public.
 There will be dumpsters on site for vendor and public trash removal.
How often will they be serviced? _____
- Toilet Facilities:** Water carrying public restrooms. How many? _____
 Portable toilets. How many? _____
How often will they be serviced? _____
- Hand Wash Facilities:** Water carrying public restrooms. How many? _____
 Portable hand wash stations. How many? _____
How often will they be serviced? _____
- Other Services:** Refrigerated truck
 Commissary kitchen (Provide a list of available equipment in kitchen.)
 Ice

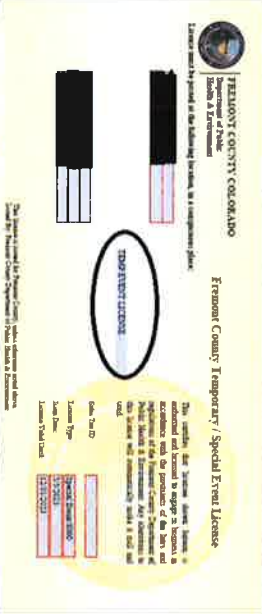



TEMPORARY EVENT SITE MAP

Provide a labeled map of the entire Temporary Event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)

Required Licenses for Food Vendors at Temporary Events

State of Colorado licenses listed below are acceptable licenses for food vendors at temporary events within Colorado with the exception of the City and County of Denver. All vendors must operate using approved commissary kitchens.

License Type	License	Approved at	Application Process
Temporary Event A single community event or a celebration that operates for not more than 14 consecutive days. May include town celebrations, fairs, and festivals.	 <p>TELEPHONE COUNTY, COLORADO Department of Public Health & Environment Fremont County Temporary / Special Event License</p> <p>License must be posted at the following for use in a temporary place:</p> <p>TEMPORARY LICENSE</p> <p>The holder of this license shall be responsible for obtaining all necessary permits and licenses from the appropriate agencies. The license holder shall be responsible for obtaining all necessary permits and licenses from the appropriate agencies. The license holder shall be responsible for obtaining all necessary permits and licenses from the appropriate agencies.</p> <p>Event Name: [Redacted] License #: [Redacted] License Type: [Redacted] Issue Date: [Redacted]</p>	✓ Temporary events	<ol style="list-style-type: none"> Complete food vendor application Obtain Fremont County Temporary Event license. <p>* Event coordinators must submit a Event Coordinator Application including vendor log</p>
Special Event Organized recurring events or celebrations including farmers markets, stadium sports events, and ongoing street fairs	 <p>Colorado State Department of Public Health Public Health Division of Food Safety & Inspection 1625 W. Colfax Ave., Denver, CO 80202</p> <p>PERMIT TO SELL RETAIL FOOD AT A SPECIAL EVENT</p> <p>Event Type: Special Event (Food Stand) - Multiple Events</p> <p>Permit Number: [Redacted] Issue Date: 04-01-2023 Expiration Date: 03-31-2024</p> <p>This license is NOT TRANSFERABLE and is valid only for the specific event and location listed on the permit. It is not valid for other events or locations. The permit holder must obtain all other necessary permits and licenses from the appropriate agencies.</p>	✓ Temporary Events ✓ Special Events	<ol style="list-style-type: none"> Apply for Fremont County Special Event license by submitting a Food vendor application
Mobile Pre-Packaged Bottled, canned, packaged or other approved methods from a commissary or food processing plant	 <p>COLORADO Department of Public Health & Environment 2023 License to Operate: Retail Food</p> <p>License must be posted at the following location in a conspicuous place:</p> <p>OWNER: [Redacted] LICENSE #: RFE18088 DATE: [Redacted]</p> <p>License Valid until: 12/31/2023</p> <p>Issued By: Fremont County Department of Public Health & Environment</p>	✓ Temporary Events ✓ Special Events ✓ Anywhere permitted by county or municipal codes and regulations	<ol style="list-style-type: none"> Apply for license in county where your commissary resides by submitting a plan review Complete food vendor application
Mobile Units or Push Carts A retail food establishment that is a wheeled vehicle or trailer that is readily moveable	 <p>COLORADO Department of Public Health & Environment 2023 License to Operate: Retail Food</p> <p>License must be posted at the following location in a conspicuous place:</p> <p>OWNER: [Redacted] LICENSE #: RFE1678 DATE: [Redacted]</p> <p>License Valid until: 12/31/2023</p> <p>Issued By: Fremont County Department of Public Health & Environment</p>	✓ Temporary Events ✓ Special Events ✓ Anywhere permitted by county or municipal codes and regulations	<ol style="list-style-type: none"> Apply for license in county where your commissary resides by submitting a plan review Complete food vendor application

Wholesale Registration
 Approved food manufacturers do not need an additional retail food license if they are only providing **non-potentially hazardous and prepackaged** food under a wholesale registration



	<ul style="list-style-type: none"> ✓ Temporary events ✓ Special Events 	<ol style="list-style-type: none"> 1. Apply for registration with the Colorado Department of Public Health and Environment 2. Complete food vendor application
<p>Sampling A "bite" or "swallow" (no larger) of food or drink from an approved source.</p>	<p>No retail food license needed. Contact Fremont County Public Health for approval.</p> <ul style="list-style-type: none"> ✓ Temporary events ✓ Special Events 	<ol style="list-style-type: none"> 1. Complete a food vendor application
<p>501 c3 Approved Non-profits Non-profit or charitable organization located within Fremont County whose operation does not exceed 52 days within a calendar year</p>	<p>No retail food license needed. Contact Fremont County Public Health for approval.</p> <ul style="list-style-type: none"> ✓ Temporary Events 	<ol style="list-style-type: none"> 1. Complete food vendor application 2. Attach copy of 501c3 Documentation
<p>Cottage Food Limited types of food products that are non-potentially hazardous</p>	<p>No retail food license needed. Contact Fremont County Public Health for approval.</p> <ul style="list-style-type: none"> ✓ Temporary Events ✓ Special Events ✓ Anywhere permitted by county or municipal codes and regulations 	<ol style="list-style-type: none"> 1. Complete food vendor application 2. Product labeling in compliance with cottage food act

Caterers are **not approved** to operate at temporary and special events without obtaining a separate license. Catering is defined as a retail food establishment that provides a contracted, **prearranged number of meals and/or food products** that is prepared by a licensed retail food establishment for service and consumed at the same or another prearranged offsite location and **not available for individual sale.**

Food Safety Guidelines for Temp Events

Preparation



Use a simple menu. Use a simple menu; they are safer and easier to prepare. Only use food from approved sources. Food must be prepared or stored in a commercial commissary kitchen.



Pre-wash all produce. All produce must be washed at an approved commissary in a food prep sink or be received pre-washed (i.e. lemons for lemonade, potatoes for fries, or apples for caramel apples).



Keep foods cold during transport. Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F. Only 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 may not be used.



Cool all foods at the commissary. Foods cooked at the commissary and then cooled must be rapidly cooled from 135°F to 70°F within 2 hours, then to 41°F within an additional 4 hours. Food prepared at room temperature must be cooled to 41°F within 4 hours in a 2-4" deep container uncovered in refrigeration; in an ice bath (stirring often), in an ice bath with an ice paddle; or in refrigeration.



Store all food, utensils, equipment away from contamination. Food, utensils, equipment, and single-use items must be protected from dust, insects, customers, and other contamination while being transported, stored, used, and/or served. All food, paper products, and utensils must be stored at least 6" above the ground. Sneeze guards, covers, or other barriers must be provided to protect food from customers and other sources of contamination.

Clean-Up



Use sanitizer solution. Wiping cloths must be used with sanitizer solution and must be stored in the sanitizer between uses. Test kits must be provided and used. Sanitizer concentration requirements are as follows: Chlorine (bleach): 50-200 ppm / Quaternary ammonium: 200 ppm or as per label.



Do not wash dishes on-site. On-site washing in tubs/basins or 3-compartment sinks is not allowed. Extra serving utensils must be provided so that soiled utensils can be changed every four (4) hours.



Store and dispose of wastewater properly. All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank and be discharged into an approved wastewater disposal system.



Collect and dispose of garbage properly. Any solid waste, such as food debris or waste paper, must be collected and disposed of at an approved commercial establishment. A clean trash receptacle must be provided in the food booth.



Collect and dispose of grease and oil properly. Grease and oil must be collected and disposed of at an approved facility or if available at the event in a grease collection dumpster. Grease and oil must NOT be dumped into storm drains, water ways or the sanitary sewer.

Food Service



Check cooking temperatures. Use a digital food thermometer to check cooking temperatures. Measure the temperature in the thickest part of the food. Cook hamburgers and ground beef to at least 155°F, chicken or other poultry to 165°, and pork to 145°. After the food is cooked, it must be kept hot at 135° or more until it is served. If you're serving potentially hazardous foods you must have an accurate, probe-type, digital food thermometer on-site at all times during the event.



Reheat to 165°F. Any foods being reheated must reach 165°F within 30 minutes. Do not attempt to reheat any food in a crock-pot, chafing dish, or other hot-holding device; they take too long to reheat food, giving bacteria a chance to grow.



Keep cool foods at 41°F or less. Cold perishable foods must be kept at 41°F or less at all times.



Wash hands in running water. Handwashing facilities with running potable water, liquid soap, and paper towels must be provided. You may use a portable water source that allows both hands to be placed in a stream of water simultaneously, such as a container with a pullout waterspout or a Cambro-type container and a catch basin for the dirty water.



Do not touch ready-to-eat foods with bare hands. Workers may not touch ready-to-eat foods or food contact surfaces with their bare hands. Use disposable gloves, tongs, napkins, or other tools to handle food. Keep food covered at all times to protect it from insects, dust, etc. Condiments must be served from pre-approved covered containers. Animals are not allowed inside the booth.



Send sick workers home. Only healthy workers may prepare food. Anyone showing signs of illness, such as coughing, sneezing, diarrhea, vomiting, fever, etc. is not allowed in the booth. Workers must wear clean clothes. No smoking is allowed in the booth.



Use potable water only. Potable water must be available and used. A food-grade hose must be used when connecting to a potable water supply.



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**TURN IN APPLICATION AT LEAST 2 WEEKS
 PRIOR TO EVENT**

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors must complete and submit to the Event Coordinator for each event in **FREMONT** County. *If no menu and no equipment changes are occurring from one event to another, the completed original may be copied and a copy submitted for each subsequent event.* Please attach a copy of your current Temporary/Special Event or mobile unit *Colorado Retail Food Establishment License*, if you are 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	

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

Are you:

Unlicensed _____ *Fremont County* Non-profit (provide documentation) _____
 Licensed Temporary/Special Event (provide copy) _____ Licensed Mobile Unit (provide copy) _____

Obtaining your license from Fremont County during the event (prior arrangements must be made) _____

Approved for your license from another county but the actual license has not been issued yet (attach documentation such as a receipt for your license and a copy of an approved inspection report from that county) _____

Cottage Foods _____ (list Cottage Foods that you will be selling on Page 2 under MENU *(you don't need to complete anything beyond MENU)*.)

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 Fremont County

Event name _____ Date _____ Location _____

FOR HEALTH DEPARTMENT USE	
Licensed _____	APPROVED
Needs a license _____	Yes _____
Non-profit _____	No _____
Fremont County issuing license during the event _____	
Cottage Foods _____	
<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.							

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 pans (less than 4") 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

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 5 gallons of warm drinking (potable) water shall be provided in a container with a 'hands-free' spigot; more water may be required based on menu, equipment and hours of operation
 - 2.) soap
 - 3.) paper towels
 - 4.) 7 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 must 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

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

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

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

(Sterno or other gel fuel 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) _____

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

Onsite warewashing is prohibited unless otherwise approved by the Department.

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

Note: Overhead protection/cover is required.

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COMMISSARY AGREEMENT

I, _____ of _____, _____ Date _____,
(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.	Warewashing.
Washing fresh fruits & vegetables. An approved vegetable/food-prep sink is required.	Service and cleaning of the equipment.
Filling water tanks.	Storage of food, single-service items and cleaning supplies.
Dumping wastewater.	Other (list below).

Commissary Water Supply?	Municipal	Well
Commissary Sanitary Sewer Service?	Municipal	Septic/OWTS

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

Handsink.	Refrigeration, freezer
Vegetable/food-prep sink	Cooling equipment
Mopsink	Dry storage
3-compartment sink	Other (list below)
Dishmachine	

Commissary Owner/Operator

Phone Number _____

email address _____

The commissary for vendors operating at an event of more than one (1) day in duration shall be within 30 minutes or 30 miles of the event.

This Commissary Agreement is valid for this calendar year only.