



TEMPORARY EVENT APPLICATION

Please submit this application to the Environmental Health & Sustainability Department at least 2 weeks (10 working days) before the event.

Requirements for Temporary Food Vendors

- Current Colorado retail food establishment license**
- Completed temporary event application**
- Menu**
- Commissary approval letter (if applicable)**

| Establishment Information | |
|----------------------------------|--------------|
| Name of Establishment: | Phone: |
| Contact Person: | Email: |
| Address: | |
| Commissary: | Phone: |
| Contact Person: | Email: |
| Address: | |
| Name of Event: | Coordinator: |
| Date(s) and times of event: | Location: |
| Street Address: | Cell: |
| City: | Fax: |
| State/Zip: | Email: |

Commissary

- The need for a commissary is based on the menu, type of operation, duration of the event, and availability of equipment and services at the event.**
- The commissary and its location shall be adequate to support the safe handling of food.**

Operations

- Grease from grease-producing equipment and any wastewater shall not be discharged onto the ground or into any storm drainage system.**

Operations, continued:

- All foods being held, stored, and offered for sale shall be obtained from sources that comply with applicable laws. Please list all food suppliers here:**

- Describe how cold and/or hot foods will be maintained at proper temperatures during transport:**

And during the event (include equipment list):

- A handwashing station that meets the operational need of the temporary retail food establishment shall be provided. At minimum, handwashing stations must be supplied with soap, paper towels, and a hands-free flow of water. Example:**



- Describe where and how often utensils and equipment will be cleaned and sanitized:**



Menu & 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. |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

- Please include a drawing of the booth layout on the back of this page. Label equipment and the handwashing station.**