



## 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	
<b>Name of Establishment:</b>	Phone:
Contact Person:	Email:
Address:	
<b>Commissary:</b>	Phone:
Contact Person:	Email:
Address:	
<b>Name of Event:</b>	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.