



## Temporary Event Information/Application

The following procedures and guidelines will apply to all Temporary Events held in the City and County of Broomfield. All applicable food vendors must complete the attached application and have an approved license in order to participate in a Temporary event in Broomfield County.

1. This application must be submitted in writing to Broomfield Public Health and Environment a minimum of ten (10) business days prior to the first day you wish to participate. Food vendors will not be permitted unless prior approval is granted. Vendors will be limited to the foods submitted, reviewed, and approved in this packet. The Temporary Event License you receive shall be posted within the booth during all hours of operation.
2. If you are selling raw agricultural products (e.g.: whole uncut fresh fruits and vegetables), no license is required and you do not need to complete this application.
3. If you are selling products applicable to the Cottage Food Act (e.g.: baked goods or foods or foods that do not require refrigeration for safety) no license is required. To determine if your foods are applicable see:  
<https://www.colorado.gov/pacific/cdphe/cottage-foods-act>
4. Broomfield County approved several new Environmental Health Fees for Farmers Markets, Temporary Events and many other services which can be found Here: [Environmental Health Fees](#).  
The Temporary Event Fees range from \$100-\$200 depending on the number of days of the event. Please note this is only valid for operation at a single location, multiple events may require multiple licenses. For your convenience payment can be made over the phone by calling 720-887-2295.
5. If you hold a current Colorado Mobile Retail Food Service Establishment License issued by the City and County of Broomfield or another county (other than the City and County of Denver) you are already approved to operate and do not need to complete this application.
6. If you wish to obtain Colorado Mobile Retail Food License from the City and County of Broomfield, you must:
  - a. Have your business and/or commissary based in Broomfield, CO.
  - b. Submit an Mobile Plan Review and license application (Applications can be found on our website at: <https://www.broomfield.org/701/Licenses>

c. Pay the appropriate fees.

7. If your operation is serviced by a commissary, a commissary agreement must accompany this application (See page 12).
8. All food (including ice) must be prepared onsite or in your commissary.
9. All utensils and equipment shall be washed, rinsed, and sanitized at your commissary. Extra serving utensils shall be brought to the event so soiled utensils can be changed at least every four (4) hours or when contaminated. Be advised, on-site washing is not allowed.
10. All produce shall be washed in a food prep sink at your commissary or received pre-washed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples, etc.).
11. Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, and drinks. The storage of packaged food/beverages in un-drained ice is prohibited.
12. All food, utensils, and paper goods must be transported in clean, covered containers to protect them from contamination. These items must be protected from dust, dirt, insects, and cross-contamination while being stored, used, and/or served by being stored off the ground.
13. Eating, drinking, and smoking are prohibited within the food booth. Staff must leave the booth for these activities and must wash hands upon returning to work.
14. Foods requiring time/temperature control for safety, such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans must be maintained below 41°F or above 135°F at all times during the event, including during transport to the event.
  - Foods cannot sit out at ambient temperature, even if frozen.
  - Food thermometers (scaled 0°F - 220°F) shall be provided to monitor internal food temperatures.
  - Foods prepared a day or more before they will be served must be quickly cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours. Cooling of hot foods at the event is prohibited.
  - Service of food items will not be allowed if foods are not maintained at proper holding (hot or cold) temperatures.
15. Gloves or utensils shall be used when handling ready-to-eat foods. Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food.
16. An approved hand washing station must be provided in each food booth. Service of food items will not be allowed without a proper hand wash station. A separate sink is required. The station area shall consist of running potable water under

constant flow, soap, and dispensed individual paper towels. Hands must be washed with tempered water, plenty of soap, and dried with paper towels before beginning work, before and after glove use, during any interruption of food duties, after using the toilet or handling unclean items, or any other time hands become contaminated. The hand washing station must be set up so it is accessible and easy to use. All wastewater must be contained and disposed of to the sanitary sewer system.

17. A separate container for a sanitizer rinse shall be provided at all times. This container, to be used for the storage of wiping cloths, shall have a minimum residual of 50 ppm chlorine or 200 ppm quaternary ammonium or other approved sanitizers. Approved sanitizer and test strip kits shall be provided in the food booth to monitor the concentration of the sanitizer residual. Wiping cloths shall be saturated with the proper concentration of approved sanitizer at all times.
18. A clean trash receptacle must be provided in each food booth. Any solid waste such as food debris or waste paper must be collected and later disposed of in an approved receptacle provided on site or taken to the commissary for disposal.
19. All liquid waste must be stored in a properly sized retention container and be discharged into an approved wastewater disposal system.
20. A food grade hose must be used when connecting to an approved potable water supply.

If you have any questions concerning these guidelines, or if the Public Health and Environment Division can be of any assistance, please feel free to contact us at 720-887-2220.

The regulations can be found at: [Colorado Retail Food Establishment Rules and Regulations](#)

## **Temporary Event Food Service Establishment Checklist**

This checklist is to assist you in preparing a complete application. All of the following items must be addressed in your application. Check off each item when the information has been put into the packet.

- ☐ Submit a copy of your CO State Sales Tax License (if applicable).
- ☐ Submit a copy of your Federal Non-Profit Number (Form 501-3C) (if applicable).
- ☐ Menu:
  - ☐ List all food and beverages that will be sold/served including ingredients
  - ☐ List sources of all food, beverages, and ice.
- ☐ Booth floor plan (see instructions below).
- ☐ Food Handling Questionnaire (see page 5).
- ☐ Commissary Agreement (if needed) - Provide a written and signed agreement between the food vendor and the commissary owner. The agreement must include a list of all services provided by the commissary (see page 12).

### **Booth Floor Plan**

Provide a drawing of your booth layout. Identify all equipment/objects in the booth. The layout shall include at a minimum the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Cooking Equipment                                  | <input type="checkbox"/> Hot and Cold Holding  |
| <input type="checkbox"/> Equipment  |  |
| <input type="checkbox"/> Hand Washing Facilities                            | <input type="checkbox"/> Work Surfaces         |
| <input type="checkbox"/> Customer Point Of Sale Area                        | <input type="checkbox"/> Garbage Containers    |
| <input type="checkbox"/> Food Storage                                       | <input type="checkbox"/> Booth Entry and Exits |
| <input type="checkbox"/> Clean Equipment and or Single Service Storage Area |  |

## Temporary Event License Application

All vendors wishing to sell food on a temporary basis within the City and County of Broomfield must complete and submit an application for each event in Broomfield County. This form is not necessary if you hold a valid Mobile Food Vendor License issued within the State of Colorado (except for the City and County of Denver).

Establishment/Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_

Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Contact Phone/Email(if different): \_\_\_\_\_

\_\_\_\_\_

List Names and Dates of Events (you may include a separate sheet for additional events)

Event Name	Event Date(s)	Location

### Temporary Event Fees

Fees are based on the number and duration of each event. Each event requires a separate fee.

Event Type	Number of Events	Cost per Event	Total
Farmers Market (Non-consecutive temporary event, 5-25 days)		\$125	
Temporary Event (1 day)		\$100	
Temporary Event (2-3 Days)		\$150	
Temporary Event (4-5 Days)		\$200	
Fee Exempt (must include proof of tax exempt status)		\$0	
Total Amount Due			

All checks must be made payable to: The City and County of Broomfield

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
CCV Code: \_\_\_\_\_

Office Use Only  Reviewed by: _____  Approved: _____ Yes _____ No Reason not approved: _____	Paid _____ Rec # _____
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#### I. MENU (Attach additional sheets if needed)

List all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.) including items such as toppings and condiments.	
Food and Drink Items	Location where Obtained

## II. FOOD PREPARATION AT THE EVENT

Food preparation/handling at the event List menu items and check which preparation procedure each menu item requires.							
Food Item	Thawing	Cut/ Assemble	Cook/ Bake	Cooling	Reheating	Cold Holding	Hot Holding

### A. Cooked Food items on-site

How will foods be cooked at the event? (check all that apply)

	Grill		Stove/Oven	Not applicable:
	Deep fat fryer		Microwave	Other (specify):

### B. Hot Food items on-site (please note sterno burners are prohibited)

How will foods be held at 135°F or above at the event? (check all that apply)

	Hot holding unit		Steam table		Held under heat lamps
	Crock-pot		Held on grill until served		Served immediately after cooking
	Other (specify)				

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

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C. Cold Food items on-site (please note: storage of potentially hazardous food are prohibited in ice chest)

How will cold food be held at 41°F or below at the event?

\_\_\_\_ Refrigerator/freezer

Other (specify) : \_\_\_\_\_

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

\_\_\_\_\_

D. Reheating Food items on-site

How will foods be re-heated to at least 165°F at the event? (check all that apply)

<input type="checkbox"/>	Grill	<input type="checkbox"/>	Stove/Oven	Not applicable (specify):
<input type="checkbox"/>	Hot plate	<input type="checkbox"/>	Microwave	Other (specify):

E. Transport

Provide the distance between your approved facility or commissary and the location of the event. Distance: \_\_\_\_\_

What equipment will you use to control temperature during transport? (check all that apply)

\_\_\_\_ Refrigerator/freezer    \_\_\_\_ Cambros for hot foods    \_\_\_\_ Cambros for cold foods

Other (specify) : \_\_\_\_\_

III. FOOD PREPARATION IN COMMISSARY (Attach additional sheets if needed)

Preparation at Commissary (List menu items and check which preparation procedure each menu item requires)							
Food Item	Thawing	Cut/ Assemble	Cook/ Bake	Cooling	Reheating	Cold Holding	Hot Holding




#### A. Cooked Food Items in the Commissary

How will foods be cooked in the commissary? (Check all that apply)

<input type="checkbox"/>	Grill	<input type="checkbox"/>	Stove/Oven	<input type="checkbox"/>	Not Applicable (specify):	
<input type="checkbox"/>	Deep fat fryer	<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Other (specify):	

#### B. Hot Food Items in the Commissary

How will hot foods be held at 135°F or above in the commissary? (Check all that apply)

<input type="checkbox"/>	Hot holding unit	<input type="checkbox"/>	Steam Table	<input type="checkbox"/>	Held under heat lamps
<input type="checkbox"/>	Oven/Stove	<input type="checkbox"/>	Held on grill	<input type="checkbox"/>	Not applicable (specify):
<input type="checkbox"/>		Other (specify):			

#### C. Cold Food Items in the Commissary

How will cold foods be held at 41°F or below at the commissary? (Check all that apply)

<input type="checkbox"/>	Reach-In Refrigerator	<input type="checkbox"/>	Walk-In Cooler	<input type="checkbox"/>	Not Applicable (specify):	
<input type="checkbox"/>	Reach-In Freezer	<input type="checkbox"/>	Walk-In Freezer	<input type="checkbox"/>	Other (specify):	

#### D. Reheating in the Commissary

How will foods be re-heated to at least 165°F at the commissary? (Check all that apply)

	Grill		Stove/Oven	Not Applicable (specify):	
	Microwave			Other (specify):	

#### E. Rapidly Cooling in the Commissary

How will foods be rapidly cooled to 41°F or below at the commissary? (Check all that apply)

	Shallow pans (less than 4") in refrigerator or cooler		Ice-bath to cool the food product
	Ice Paddle or Wand		Not Applicable (specify):

What kind and how many food thermometers (0-220°F) do you have? (Check all that apply)

\_\_\_\_\_ Metal Stem Probe    \_\_\_\_\_ Thermocouple    \_\_\_\_\_ Digital

How often will you use a thermometer to check food temperatures?

Where will utensil washing take place?

\_\_\_\_\_ Commissary    \_\_\_\_\_ Commercial Three Compartment Sink Unit

#### IV. HAND WASHING and WASTEWATER

A hand washing station is **REQUIRED** within each booth or unit unless only prepackaged foods requiring no preparation and/or cooking are to be served.

Please note: Hand 'sanitizers' are not an acceptable substitute for required hand washing set-up.

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: (initial below)

\_\_\_\_\_ 2 gallons (minimum) of warm potable water refilled as needed in a container with a 'hands-free' spigot

\_\_\_\_\_ 5 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

\_\_\_\_\_ Soap and paper towels

Where will wastewater be disposed? **Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in an approved receptacle or sanitary sewer.** (Please contact the event coordinator for location.)

	Commissary		Approved on-site receptacle at event
Other (specify):			

How will you prevent bare hand contact with ready to eat foods? (Check all that apply)

	Tongs		Food-grade disposable gloves		Deli tissues
Other (specify):					

What is your booth plan for flying insects and dust control, if applicable?

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## V. BOOTH LAYOUT AND MAP **Provide a drawing schematic of the Temporary Food Establishment**

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              |                         |

## COMMISSARY AGREEMENT

I, \_\_\_\_\_ of \_\_\_\_\_  
(Commissary Owner/Operator) (Commissary Establishment Name)

located at \_\_\_\_\_  
(Address of Establishment, City, State, Zip)

give my permission to \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ (Mobile Unit Owner/Operator) (Mobile unit Name)

to use my kitchen facilities to perform the following tasks on their operational days:

- ☐ Preparation of food such as produce, cutting meats/seafood, cooking, cooling, reheating
- ☐ Ware washing
- ☐ Filling water tanks
- ☐ Dumping waste water
- ☐ Storage of foods, single service items, and cleaning agents
- ☐ Service and cleaning of equipment
- ☐ Other (specify): \_\_\_\_\_

A Commissary Use Log will be maintained and made available to the Public Health and Environment Division upon request. Indicate how and where the commissary use log will be maintained:

Commissary Water Supply:

☐ Public ☐ Private Public Water System ID Number (PWSID#): \_\_\_\_\_

Commissary Sanitary Sewer Service:

☐ Public ☐ Private

Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ (Commissary Owner/Operator)

Commissary Contact phone number: \_\_\_\_\_

Commissary Email: \_\_\_\_\_

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**This Commissary Agreement is valid for this calendar year only**  
**Copy of Colorado State Retail Food license for Commissary is attached**

CHECKLIST FOR TEMPORARY/SPECIAL EVENTS

- \_\_\_\_\_ Insulated container with a spout that stays on for washing hands
- \_\_\_\_\_ Clean warm water in an insulated container
- \_\_\_\_\_ Catch basin for wastewater
- \_\_\_\_\_ Hand soap
- \_\_\_\_\_ Single-use towels
- \_\_\_\_\_ Metal stem food thermometers (scaled 0° F - 220° F)
- \_\_\_\_\_ Food-grade disposable gloves
- \_\_\_\_\_ Extra serving utensils, so soiled utensils can be changed every four (4) hours
- \_\_\_\_\_ Covered trash receptacle
- \_\_\_\_\_ Licensed commissary for cooking and equipment washing/sanitizing, etc
- \_\_\_\_\_ Container of approved sanitizing solution, wiping cloths, and proper test strips to check concentration

In consideration thereof, I do hereby certify that I have complied with all the items of sanitation as listed in the Colorado State Retail Food Establishment Regulations, and that I have complied with all instructions given me by authorized officials of the Public Health and Environment Division. I do hereby agree that in the event that the items of sanitation are not complied with, I will discontinue serving food until such time as requirements are met.

_____	_____	_____
Authorized Signature	Title	Date