

Event Coordinator Application

EVENT INFORMATION

Name of the Event:

Date(s) of the Event:

Location of the Event:

Hours of the Event (Days and Times)

Expected Number of Patrons: _____

Expected Peak Day(s) if Event is Longer than One Day _____

EVENT COORDINATOR INFORMATION

Event Coordinator Name:

Phone Number: (_____) _____

Fax Number: (_____) _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

E-mail address: _____

Contact Person that can be reached during the event: _____

Contact Person Phone Number: (_____) _____

Contact Person E-mail: _____

SERVICES PROVIDED ON-SITE TO FOOD VENDORS

1. How will food vendors acquire their fresh water supply for food preparation and handwashing?

2. How will food vendors be disposing of their wastewater during the event?

****Waste water CANNOT be dumped on the ground or into storm drains. Waste water MUST be placed in an approved receptacle or sanitary sewer****

3. Will food vendors be utilizing electricity for food service operations during the event? If so, how will electricity be supplied to food vendors?

4. What kind(s) and how many toilet facilities will be provided to food vendors during the event? How often will they be serviced?

5. How will food vendors be provided hand washing facilities during the event? What kind(s) and how many hand washing facilities will be provided?

****Hand sanitizers are NOT an acceptable substitute for required hand-washing****

****A HANDWASHING STATION IS REQUIRED WITHIN EACH BOOTH OR UNIT****

6. How will trash / refuse services be provided to vendors? How often will they be serviced?

7. What commissary services will be provided to food vendors?

****Transportation of Potentially Hazardous Foods by a Food Booth Vendor farther than a distance of 30 miles or a duration longer than 30 minutes is prohibited****

****Self-contained mobile units may operate without the use of a commissary, provided the unit is compliant with the section 9-107 D of the *Colorado Retail Food Rules and Regulations*****

If the unit is a self-contained mobile unit, they must provide a written operational plan and supportive documentation for review by the department.

SERVICES PROVIDED ON-SITE TO PATRONS

8. How will trash / refuse services be provided to patrons? How often will they be serviced?

9. What kind(s) and how many toilet facilities will be provided to patrons during the event?
How often will they be serviced?

10. What kind(s) and how many hand washing facilities will be provided to patrons during the event?

TEMPORARY EVENT SITE MAP

Provide a **LABELED** map of the **ENTIRE** Temporary Event Area and include the following:

- ALL** toilet facilities (portable and fixed) **ALL** hand washing facilities
- ALL** garbage containers Electrical hook-up points and generator locations
- Potable water taps for vendors/patrons Wastewater dumping receptacles for vendors
- Roadways, sidewalks, walkways Refrigerated truck (*if applicable*)
- Other commissary services (*if applicable*) Petting zoo (*if applicable*)
- Location of **ALL** food preparation areas, service areas, and food booth vendors on the event grounds

FOOD VENDOR LIST

Provide a **COMPLETE** list of all food vendors attending the event (a food vendor sheet is provided on the next page)

****Any incomplete or grossly inadequate applications submitted to the department may be returned****

****Food Vendor Application submittal deadline is 3 DAYS BEFORE THE EVENT****

FOR HEALTH DEPARTMENT USE	
Date Received _____	APPROVED
Date Reviewed _____	Yes _____
	No _____
<i>EH Representative Signature</i> _____	<i>Date</i> _____

Food Vendor Information List

	BOOTH #	FOOD VENDOR / BOOTH NAME	CONTACT PERSON	PHONE #	E-MAIL	LICENSE (COUNTY)	DOR#
1							
2							
3							
4							
5							
6							
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Annex: Mobile Unit General Requirements

NOTE: The following list of requirements has been provided to assist with frequently asked questions specific to mobile unit plan reviews. The list does not represent the entirety of the requirements. Mobile retail food establishments must comply with all the requirements provided in Chapter 9 of the *Colorado Retail Food Establishment Rules and Regulations*.

I. HANDWASHING SINKS

- A. Handwashing sinks must be capable of providing a hands-free, continuous flow of 100° F water delivered under pressure.
- B. Handwashing sinks must be easily accessible at all times and used for no other purpose.

II. VENTILATION

- A. If the mobile unit is enclosed (floors, hard sided walls, ceiling) and grease-cooking is conducted (i.e. cooking meats on a stove top or deep frying), then a Type 1 hood is required.
- B. A single smoker, grill, or oven may be used outside the unit, provided that all foods are prepared, assembled, and served from within the mobile unit and not from the external piece of cooking equipment.

III. WATER SUPPLY

- A. Water must be obtained from an approved source, as described in Section 5-101 of the *Colorado Retail Food Establishment Rules and Regulations*.
- B. For food booths, the water supply tank must have a minimum capacity of at least five gallons.
- C. For mobile units equipped with a three-compartment warewashing sink, the water supply must be sized to adequately fill warewashing sinks at least every four hours of operation.
- D. The mobile unit must supply three gallons of water to each handwashing sink for each hour of operation. For example, a mobile unit operating for six hours must have a minimum of 18 gallons of drinking water available just for the hand sink. Water can be provided through additional food grade containers if approved by the Department.
- E. Adequate water pressure must be provided to all fixtures at all times.
- F. Only food-grade hoses can be used to fill or transfer drinking water to or within a mobile unit.

IV. WASTEWATER

- A. All wastewater (except water from clean ice) must be contained in a permanently installed holding tank that is at least 15% larger than the water supply tank.
- B. Wastewater from the holding tank must be disposed in an approved sanitary sewer system (e.g. toilet or plumbed drain) daily. The wastewater holding tank must never be emptied onto the ground or in the storm drainage system.
- C. When using wastewater containers that are not attached to the unit, they must be clearly marked and used for no other purpose.
- D. All connections to the wastewater holding tank must be of a different size or type than the connections to the water supply tank in order to prevent a cross-connection between drinking water and wastewater.
- E. The connections that release or catch wastewater must be located below the connections on the water supply tank in order to prevent contamination of the supply tank.

V. DEFINITIONS

- A. **Mobile Retail Food Establishment:** Means a retail food establishment that is a wheeled vehicle or trailer that is readily moveable and designed for the service of food from the *interior* of the unit that is intended to physically report to and operate from a commissary for servicing, restocking, and maintenance each operating day.
- B. **Food Booth:** Means a retail food establishment that is a non-motorized stationary unit designed so foods are served from the *exterior*, which is intended to physically report to and operate from a commissary for servicing, restocking and maintenance each operating day. Food Booths shall be limited to cooking approved menu items and serving commercially prepared or commissary prepared food that will result in simple assembly.
- C. **Self-Contained Mobile Unit:** Means a licensed mobile retail food establishment that is approved to operate without a commissary. It is not connected to fixed utilities (i.e. water, sewer, and electricity) and it is required to report to an approved servicing location for sewage disposal and water.

Additional Requirements for Self-Contained Mobile Retail Food Establishments

NOTE: Mobile retail food establishments must use a commissary unless:

- A. A pre-approved facility is provided and used to supply drinking water to the unit and for the disposal of wastewater generated by the unit.
- B. The mobile unit's drinking water system and waste retention system is sufficiently sized, operated properly to serve the needs of the unit, and liquid waste is emptied only at service locations that have been approved by the Department.
- C. Adequate storage areas are provided within the mobile unit for all food, dry goods, single-service articles, and cleaning supplies.
- D. Adequate facilities are provided for food preparation; cleaning and sanitizing of equipment and utensils; storage of additional food, equipment, utensils, and other supplies; and other servicing operations.
- E. Adequate facilities, as required by the menu, are provided, including hand sink, food preparation sink, ware-washing facilities, mop sink, mechanical refrigeration, and any other necessary equipment.
- F. A written operational plan is submitted for the mobile unit demonstrating that its operation as a self-contained unit can be accomplished in compliance with the Colorado Retail Food Establishment Rules and Regulations. Review and approval of the operational plan must include the menu and standard operating procedures for the unit. After an operational plan is approved, any additions or changes to the plan must be approved by the Department prior to implementation. The approved operational plan must be available on the mobile unit at all times.