



THE CITY OF ASPEN  
ENVIRONMENTAL HEALTH DEPARTMENT

## TEMPORARY EVENT FOOD SERVICE APPLICATION

Please submit this completed packet to Environmental Health **at least 2 weeks before** the event.

### Requirements for Participating in a temporary event:

- Participants must have a valid and current retail food service license.
- Only LIMITED preparation is allowed on-site. All slicing, dicing, and washing of raw produce must be done in a licensed commissary. No raw meat, poultry, fish, or eggs can be prepared on-site.
- Out of town vendors must have a local commissary within 30 min of event and obtain an approval letter from that commissary
- Temporary Event Food Service Application must be submitted at least **2 weeks** before event
- Temporary handwashing must be supplied by either the vendor or the event coordinator
- Please do not dump any waste in the street. All waste must be properly disposed of in event trash bins or back at your restaurant

NAME OF ESTABLISHMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BOOTH CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE AND HOURS OF EVENT: \_\_\_\_\_ to \_\_\_\_\_

EVENT COORDINATOR: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**IF YOU ARE AN OUT-OF-TOWN VENDOR, YOU MUST MAKE ARRANGEMENTS WITH A LOCAL (WITHIN 30 MINUTES OF THE EVENT) LICENSED COMMISSARY FOR WAREWASHING, FOOD PERPARATION, AND FOOD STORAGE – AN APPROVAL LETTER FROM A REPRESENTATIVE OF THAT FACILITY MUST BE ATTACHED:**

NAME OF ESTABLISHMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT AT THAT LOCATION: \_\_\_\_\_

List all menu items and check appropriate box.

Menu item – list potentially hazardous ingredients	Cooling Required before event?	Cold Holding at the event?	Hot Holding at the event?
<b>Example:</b> Potato Salad - potato, eggs	X	X	
1			
2			
3			
4			
5			
6			
7			
8			
9			

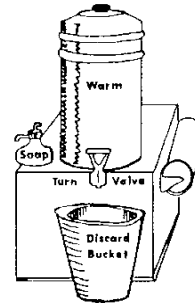
**Only LIMITED preparation is allowed on-site. All slicing, dicing, and washing of raw produce must be done in a licensed commissary. No raw meat, poultry, fish, or eggs can be prepared on-site.**

What food handling/storage equipment will be used at the event? List not only the type of equipment but also how it will be used to maintain food safely. (An example would be cooler filled with ice for cold holding)

How will cold and/or hot foods be maintained at proper temperatures during transportation to the booth?

Will leftover food be handled and stored for next day use? If YES, how? (List cooling & reheating procedures, equipment used and storage location.)

Will the event provide handwashing facilities for the food vendors? If YES, indicate number: \_\_\_\_\_  
If NO, please provide a description of your handwashing set-up? (Example provided at right)



For events lasting more than 4 hours, describe where and how frequently utensils and equipment will be washed and sanitized. (It is recommended for one-day events, that vendors bring **extra utensils**.)

Please sketch a layout of your booth on the back of this page and label the equipment that will be in your booth.

I HEREBY AGREE TO COMPLY WITH THE RULES AND REGULATIONS GOVERN- ING THE SANITATION OF FOOD SERVICE ESTABLISHMENTS IN THE STATE OF COLORADO. IF MY FOOD SERVICE FACILITY IS INSPECTED BY THE CITY OF ASPEN ENVIRONMENTAL HEALTH DEPARTMENT AND FOUND TO BE IN VIOLATION OF ANY CRITICAL ITEM ADDRESSED IN THESE RULES OR REGULATIONS, I WILL IMMEDIATELY CEASE FOOD SERVICE OPERATIONS UNTIL AUTHORIZED TO RESUME BY THE CITY OF ASPEN ENVIRONMENTAL HEALTH DEPARTMENT.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_