

# SPECIAL FOOD SERVICE EVENTS

## APPLICATION TO CONDUCT A TEMPORARY FOOD SERVICE ESTABLISHMENT

1. EVENT NAME \_\_\_\_\_

2. FOOD BOOTH VENDOR  
\_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Booth Contact Person  
\_\_\_\_\_

Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(FAX) \_\_\_\_\_

3. BOOTH WILL OPERATE: Date \_\_\_\_\_ Time \_\_\_\_\_ to Date \_\_\_\_\_ Time \_\_\_\_\_

### CHECKLIST:

#### Submitted to Environmental Health Department

- COMPLETED APPLICATION FORM (Submitted TWO weeks PRIOR to event)
- SITE LAYOUT MAP
- COPY OF FOOD SERVICE LICENSE (IF NOT LICENSED IN PITKIN COUNTY)

#### Provided at booth

- CALIBRATED THERMOMETER
- HAND WASHING FACILITIES
- SANITIZING SOLUTION AND TEST KIT



5. Will food preparation take place in advance of the event? YES / NO

If so, describe procedure, location and time and temperature controls.

6. How will foods be prepared on-site?

7. How will potentially hazardous foods be maintained at proper temperatures during transportation and at the booth during the event?

8. Will leftover food be handled and stored for next day use? YES / NO

If so, how? (List cooling & reheating procedures, equipment used.)

9. What utensils will be used to serve food to the public? Will you have extra utensils?

10. For events lasting more than one day, describe where and how frequently utensils and equipment will be washed and sanitized?

11. Describe location and type of required handwashing set-up at your booth.

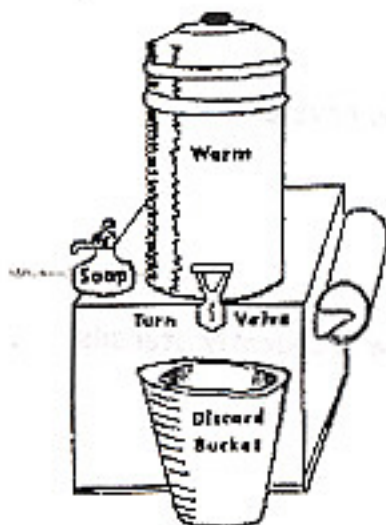
12. Indicate source and storage of water and ice supply?

13. How and where will liquid and solid waste be disposed?

I HEREBY AGREE TO COMPLY WITH THE RULES AND REGULATIONS GOVERNING 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 \_\_\_\_\_

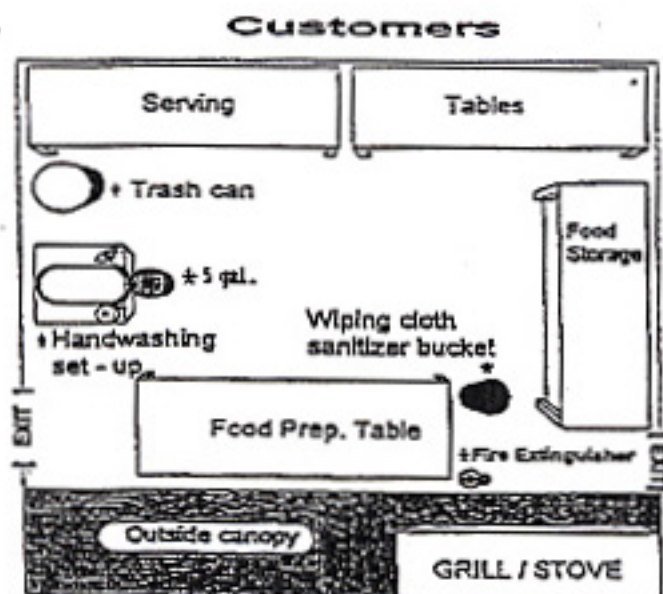
EXAMPLE OF A TEMPORARY HANDWASHING SET-UP



## EXAMPLE DIAGRAM:

A layout map of the booth as it will be set up at the event must be submitted (see example below). This layout should include the following information:

- Food service perimeter and a description of the barrier used to inhibit public access.
- Dimensions and of over-head protection.
- Locations of grills and other cooking or hot holding equipment.
- Locations of refrigeration units or other cold holding equipment.
- Food assembly and service tables, including appropriate protection of foods.
- Location of hand washing facilities.
- Locations of entrances/ exits.
- Description of the floor or ground surface below booth.
- Description of the wall material: (Screens may be required at events where flies are a problem.)



This Area Should Be Away From The General Public