Broomfield Health and Human Services Department
Public Health & Environment Division
6 Garden Center
Broomfield, CO 80020
(720) 887-2220

TEMPORARY/SPECIAL EVENT GUIDELINES

2013 Broomfield Days

Dear Food Vendors:

The following procedures and guidelines will apply for **Temporary/Special Food Service Events** held in the City and County of Broomfield. A temporary retail food establishment is defined as a food establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

1. **Food vendor applications shall be submitted in writing to the Public Health and Environment Division prior to being accepted into the Broomfield Days event. Deadline for submitting the application is 4:00 PM on Friday, September 6, 2013. Any application received after 4:00 PM on Friday, September 6, 2013, but before 4:00 PM on Friday, September 13, 2013, will be assessed a late fee. Public Health and Environment Division applications will not be accepted after 4:00 PM on Friday, September 13, 2013.** Temporary food services will not be permitted unless prior approval is granted. Food service will be limited to the service of those foods submitted and approved on the application.

2. **An application and review fee (see page 5), applicable to your menu, will be charged to all applicants. The fee shall accompany the application or it will not be processed. Make checks payable to "The City & County of Broomfield." However, all applicants recognized under the non-profit status are fee exempt, and must provide documentation of exempt status.**

3. All vendors shall hold a current **"Colorado Retail Food Service License,"** unless the vendor is charitable or non-profit in nature. **A copy of this retail food service license shall accompany the application.** The Public Health and Environment Division will provide assistance for all vendors who need a Colorado Retail Food Service License.

4. All vendors shall operate from an approved commissary conveniently located to the event. Vendors shall report to the commissary at least daily for servicing operations. A letter of approval from the commissary shall accompany the event application (see page 11).

5. All food (including ice) shall be prepared in your licensed commissary. All food shall be pre-cut, prepared, and ready for cooking or service when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is prohibited. Turkey legs shall be pre-cooked at an approved site/commissary.

6. All utensils and equipment shall be washed, rinsed, and sanitized daily in a 3-compartment sink or dish machine at your licensed commissary. Extra serving utensils shall be provided so soiled utensils can be changed every four (4) hours. Be advised, on-site washing in tubs/basins is not allowed.

7. All produce shall be washed in the food prep sink at your licensed commissary or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples).

8. All food, utensils, and paper goods shall be transported in clean, covered containers to protect them from contamination.

9. Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. **Containers or coolers made from Styrofoam are not approved for use**. The storage of packaged food/beverages in un-drained ice is prohibited.

10. Potentially hazardous foods such as meat, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans **shall be maintained at or below 41°F or at or above 135°F at all times during transport and during the event.**

    - Food cannot sit out at room or air temperature even if frozen.

    - Food thermometers (scaled 0°F – 220°F) shall be provided for monitoring food temperatures.

    - Food prepared a day or more before they will be served shall be quickly cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours. This shall be accomplished by using ice baths or shall be cooled under refrigeration in shallow pans with frequent stirring, or by another approved method that will bring the food temperature down to 41°F or below in the correct amount of time.

    - Cooling of food at room temperature is prohibited.

    - Cooling of hot food at the event is prohibited.

    - **Service of food items will not be allowed if food is not at proper temperatures.**

11. Food, utensils, equipment, and single-use items shall be protected from dust, dirt, insects, and customers while being stored, used, and/or served.

12. All food, paper products, and utensils shall be **stored off the ground** and in a protective sleeve or container.

13. **Direct bare hand contact with ready-to-eat food is prohibited.** Serving utensils shall be used whenever possible and shall be stored in the product with the handle extended out of the food. **All food workers shall handle food with tongs, utensils, deli tissues, or gloves**. The use of these items does not replace the need for frequent and thorough hand washing.

14. **A hand washing station shall be provided in each food booth. Service of food items will not be allowed without a proper hand wash station**. The hand washing station shall consist of an insulated, covered container filled with warm water, at least five (5) gallons in size, **with a spout or spigot on the bottom that can be opened with one hand and that will remain open while both hands are under the stream of water being washed**. A 5-gallon catch bucket shall be placed under the water container. Hand soap and paper towels shall be provided. The hand wash station

shall be set up so it is accessible and easy to use. **All wastewater shall be disposed of to the sanitary sewer system.**

15. Eating, drinking, and smoking are prohibited within the food booth. Staff shall leave the booth for these activities and wash hands upon returning to work.

16. A separate container of clean, warm water for sanitizer shall be provided in the food booth at all times. This container, to be used for the storage of wiping cloths, shall have a residual of 50 ppm chlorine (approximately 1 teaspoon of bleach per gallon of water) or 200 ppm quaternary ammonium. **Approved sanitizer and test strip kits shall be provided in the food booth.** Wiping cloths shall be saturated with the proper concentration of approved sanitizer at all times.

17. Any solid waste, such as food debris or waste paper, shall be collected and later disposed of in a commercial establishment. **A clean trash receptacle with lid shall be provided in the food booth.**

18. No pets or animals are allowed in the food booths.

19. All liquid waste, except drainage from clean potable ice, shall be stored in a properly sized retention tank, or be discharged into an approved wastewater disposal system.

20. A food-grade hose shall be used when connecting to an approved potable water supply.

21. Complete the attached Temporary/Special Event Application and return it to the event coordinator who will forward it to the Broomfield Public Health & Environment Division.

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

ITEM CHECKLIST FOR TEMPORARY/SPECIAL EVENTS

____ 1. Insulated container with a spout that stays on for washing hands

____ 2. Clean, warm water in the insulated container

____ 3. Catch basin for wastewater

____ 4. Hand soap

____ 5. Single-use towels

____ 6. Metal, stem food thermometers (scaled 0°F - 220°F)

____ 7. Food-grade disposable gloves

____ 8. Extra serving utensils, so soiled utensils can be changed every four (4) hours.

____ 9. Covered trash receptacle

____ 10. Licensed commissary for cooking, equipment washing/sanitizing, etc.

____ 11. A 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 Code, and that I have complied with all instructions given me by authorized officials of the Broomfield Public Health & Environment Division. I do hereby agree that in the event that the items of sanitation are not compiled with, I will discontinue serving food until such time as requirements are met.

_____	_____	_____
Authorized Signature	Title	Date

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6 Garden Center
Broomfield, CO 80020
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TEMPORARY/SPECIAL EVENT APPLICATION

Broomfield Days

Please complete the following information:		
Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address		
City	State	Zip Code
Telephone Number ( )	Fax # ( )	
Contact Name	Contact # ( )	
E-mail	If licensed, which county issued your license?	

Colorado Retail Food Establishment licenses are not transferable from one owner to the next.

Are you:

Unlicensed _____
Licensed Temporary Event (provide copy) _____
Non-profit (provide documentation) ____
Licensed Mobile Unit (provide copy) _____

Please make all checks payable to "The City & County of Broomfield"

Office Use Only

- ❑ No Fee - school, charitable organization, church, other (501c3 must be attached) $0
- ❑ Application/Food Service Inspection Fee with *State Temp Event License or Mobile Unit License $90
- ❑ Application/Limited Food Service Inspection Fee with *State Temp Event License or Mobile Unit License $45
- ❑ Application for State Temp Event License or Mobile Unit License (Food Service) $255
- ❑ Application for State Temp Event License or Mobile Unit License (Limited Food Service) $115
- ❑ Additional Late Fee will be added to original Inspection Fee for applications submitted between Sept 6th and Sept 13th by 4:00 PM $45

Date Paid _____ Receipt # _____ Check # _____ Received by _____

*Issued by any county other then Denver County. Attach copy to application.

FOR HEALTH DEPARTMENT USE

Licensed _____
Needs a license _____
Non-profit _____
APPROVED?
Yes_____
No _____
EH Specialist Signature _____ Date _____

MENU (*Please attach additional sheets, as necessary)*

List all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)
Be sure to include items such as toppings and condiments.

Food and Drink Items	Location where obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION

Preparation at Approved Facility/Commissary before Event

Check which preparation procedure(s) each menu item requires.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Hot Holding	Cold Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Cooling

How will food be rapidly cooled to 41°F or below? (mark all that apply)

- ☐ Shallow pans (less than 4”) in refrigerator
- ☐ Using an ice-bath to cool the food
- ☐ Ice paddle or wand
- ☐ Other (specify) _____

Transport

Please provide the distance that you will be transporting food to the event? _____

What equipment will you use to control temperatures during transport?

- ☐ Coolers with ice
- ☐ Cambros for cold foods
- ☐ Cambros for hot foods
- ☐ Other (specify) _____

Food Handling at the Booth (*Please attach additional sheets, as necessary.)*

List all menu items, including beverages, to be served from the temporary food booth. Check which food handling procedure(s) each menu item requires at the booth.

Food	Cut/ Assemble	Cook/Grill	Reheat	Hot Holding	Cold Holding	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Hot Food Items

1. How will these foods be cooked at the site? (mark all that apply)
   - ☐ Grill
   - ☐ Hot plate
   - ☐ Deep fat fryer
   - ☐ Oven
   - ☐ Microwave
   - ☐ Other (specify) _____

2. How will hot foods be held at 135°F or above at the event? (mark all that apply)
   (Sterno burners are prohibited)
   - ☐ Hot holding unit
   - ☐ Steam table
   - ☐ Held under heat lamps
   - ☐ Served immediately after cooking
   - ☐ Crock-pot
   - ☐ Held on grill until served
   - ☐ Other (specify) _____

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

Cold Food Items

1. How will cold foods be held at 41°F or below at the event? (mark all that apply)
   - ☐ Refrigerator/freezer
   - ☐ Ice chest - *shall be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*
   - ☐ Other (specify) _____

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

3. How many food thermometers (0-220°F) will you have at this event? _____
   - ☐ Metal stem probe
   - ☐ Thermocouple
   - ☐ Digital

HAND WASHING AND FOOD HANDLING

A hand washing station WITHIN each booth is REQUIRED unless only prepackaged foods requiring no preparation and/or cooking are to be served. Please check the space below that applies to your booth.

☐ 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:
1.) a minimum of 5 gallons of warm potable water that shall be refilled as needed in a container with a 'hands-free' spigot
2.) soap
3.) paper towels
4.) 5 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

NOTE: Hand sanitizers are NOT an acceptable substitute for required hand washing.

Where will wastewater be disposed?

☐ Commissary
☐ Approved on-site receptacle at event
☐ Other _____

Wastewater CANNOT be dumped on the ground or into storm drains. Water shall be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located.

How will you prevent bare hand contact with ready-to-eat foods?

☐ Tongs
☐ Food-grade disposable gloves
☐ Deli tissues
☐ Other (list) _____

What is your plan for flying insects and dust control at your booth?

_____

_____

BOOTH LAYOUT AND MAP

Provide a drawing of your Temporary Food Establishment. Identify and describe all equipment. 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

_____
Date

I, _____ of _____,
(Owner/Operator) (Establishment Name)

located at _____
(Address of Establishment)

do hereby give my permission to _____
(Name of Mobile Unit/Pushcart/Temporary Booth)

to use my kitchen facilities to perform the following:

_____Preparing vegetables or fruit, cutting meats, cooking, cooling, reheating, etc.
_____Storage of foods, single service items, and cleaning agents
_____Service and cleaning of equipment
_____Ware washing
_____Filling water tanks
_____Dumping wastewater
_____Other (list below)

_____

Commissary Water Supply? Municipal _____ Well _____

Commissary Sanitary Sewer Service? Municipal _____ Septic _____

Indicate the equipment available at the commissary for the proposed uses:

Hand wash sink ____ Prep Sink ____ Mop sink ____ Three-comp sink ____

Dish machine ____ Refrigeration ____ Dry storage ____ Stove/oven ____

Cooling equipment_____ Other _____

_____
Owner/Operator

_____
Phone Number

This Commissary Agreement is valid for this calendar year only.