

A TEMPORARY/SPECIAL EVENT WITH FOOD - Instructions and Application Form for Event Coordinators *Incomplete applications or applications without payment will not be processed*

All Temporary/Special Events in Eagle County that offer food for public consumption must comply with the Department's food safety rules and regulations and may be required to receive a Certificate of Approval before operating. Please submit this application no later than 30 days prior to the event.

- If your event includes temporary food vendors (typically set up under a tent and do not have a food truck or mobile cart) a Certificate of Approval is required
- If your event has more than 2 mobile units/food trucks, a Certificate of Approval is required
- If your event is private (wedding or gala), a Certificate of Approval is not required

APPLICATION FEE: \$50 (payable to Eagle County Environmental Health) Mail, Drop Off, or Pay online at <http://www.eaglecounty.us/environmentalhealth> -> Services -> Make a Payment Online

Complete applications must be received by this office a minimum of 30 days before the event Applications. Applications received 29 days or less before event date may receive a fee of \$75 per hour of review and inspection not to exceed \$580.

Food Vendors not approved in Eagle County can apply for a Temporary Retail Food License at: <https://eaglecounty.seamlessdocs.com/f/TFEvendorapp>

You must inform this office if food vendors are added after submission of this application

FINAL list of vendors must be submitted to this office 7 days prior to your event

If you have any questions, please contact us at: environment@eaglecounty.us or (970)-328-8755

1. EVENT INFORMATION

Event Name: _____

Event Date(s) _____

Event Location (physical address): _____

Hours of Operation: (Days and times) _____

Expected peak attendance: _____ (max number of attendees at one time)

Expected peak day(s) if event is longer than 1 day: _____

Anticipated Number of Food Booths: _____ (Complete Vendor List on page 4)

Event Coordinators Name: _____

Phone Number: _____

Fax Number: _____

Mailing Address: _____

City _____ State _____ Zip _____

E-mail address: _____

Contact Person during the Event (if different from above): _____

Contact phone number for the day of the Event: _____

2. SERVICES PROVIDED TO FOOD VENDORS (Check all that apply):

Water Supply:

- There is access to a potable water taps on site
- Vendors must bring their own water supplies

Wastewater:

- There will be liquid waste collection tanks/receptacles on site
- Vendors must arrange for their own wastewater disposal

Electricity:

- No electricity supplied on site
- Access to electricity on site
- Generators will be provided for vendor use
- Vendors are allowed to use generators on site

Trash/Refuse:

- Public trash receptacles provided throughout the event
- Onsite dumpsters for vendors and public trash removal
How often will they be serviced? _____

Toilet Facilities:

- Public restrooms How many (fixtures)?
- Portable toilets How many? _____
How often will they be serviced? _____

Hand Wash Facilities:

- Public restrooms. (How many?) _____
- Portable hand wash stations (How many?) _____
**Must be equipped with soap and paper towels
How often will they be serviced? _____

Other Services:

- Refrigerated truck(s)
- Commissary kitchen (Provide a list of available equipment in kitchen)
- Ice

3. TEMPORARY FOOD SERVICE EVENT SITE MAP

Provide a labeled map of the entire Temporary/Special Event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Parking
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)

4. TERMS AND CONDITIONS OF APPLICATION

In applying for Approval to Operate a Temporary/Special Food Service Event I hereby state that all information contained in this application is true and correct to the best of my knowledge, including the acceptability of all food vendors I have listed on page 4. I will only allow food vendors with a current Eagle County Temporary Food Vendor License, License Exemption or Colorado Retail Food License for Mobile Units to operate at my event. I agree to operate this temporary event in compliance with all applicable sections of the Colorado Retail Food Establishment Regulations and the terms and conditions imposed by the Department.

Event Coordinator / Applicant

Date

Colorado Farmers Market Association
2022 Recommendations for Farmers Markets - COVID-19
Updated May 5, 2022

Given the current status of COVID-19 in Colorado and the US, the Colorado Farmers Market Association (CFMA) is currently recommending the following for farmers markets. CFMA is carefully tracking the public health situation in the US and in Colorado and will share updates if things change.

1. Please consult with your local public health agency for any local guidance or requirements and incorporate that information into your planning for the 2022 season.

[Find your local public health agency here.](#)

2. Remember that some customers or vendors may still be uncomfortable with large gatherings. Continue to welcome all customers and provide accommodations if customers are unwilling or unable to enter the market.
3. Post signage stating that customers, vendors and others who are sick or displaying symptoms of COVID-19 should not attend the market.
4. As a courtesy to your customers, continue to have the following easily available:
 - masks
 - hand sanitizer
5. Position handwashing stations (fully stocked with running water, soap, paper towels, and trash can) for easy customer, vendor and staff access.
6. Only permit vendors to offer samples at the market if allowed by your local public health agency, if allowed, use best practices for safe food sampling.
7. Avoid imposing a financial penalty for a vendor canceling market attendance for health reasons.
8. Maintain consistent and open communication with local officials as needed throughout the market season.

EXAMPLES OF APPROVED FOOD VENDOR LICENSES

State of Colorado Issued Mobile Unit License

Critical Features:

- Issue date is for the current year
- State symbol watermark
- Identifies as a Mobile Unit license

COLORADO
Department of Public Health & Environment

License to Operate: Retail Food Establishment

License must be posted at the following location, in a conspicuous place:

MY NOODLES
MOBILE UNIT, JEFFERSON COUNTY, CO

Issue Date: 01/28/202X
License Valid Until: 12/31/202X

MY NOODLES
5432 FRANKLIN DR
NORTH CO 80021

This certifies that licensee shown hereon is authorized and licensed to engage in business in accordance with the provisions of the laws and regulations of the Colorado Department of Public Health & Environment. Any alterations to this license will automatically make it null and void.

Sales Tax ID: 1234567-0000
License Type: Mobile Unit (full food service)

Issued By: Jefferson County Public Health

Eagle County Temporary Food Vendor License

Critical Features:

- Watermark has the current operating year
- Issued to correct vendor

EAGLE COUNTY

Environmental Health
Morgan Hill, E.H. Manager
970-328-8755
environment@eaglecounty.us
<https://www.eaglecounty.us/EnvHealth/>

2022 PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT IN EAGLE COUNTY

This permit to operate a temporary food establishment is granted based on the applicant's submission of an application package that is acceptable to the Agency, and on the basis that the licensee will adhere to the approved operational plan at all times. A Temporary Food Establishment may only operate at an approved Special Event. Other local agency approvals may be required.

Establishment Name (DBA):

Terms and Conditions (All that apply are checked by Eagle County Environmental Health staff)

License and fee requirements *as C.R.S. 25-4-1601, Food Protection Act, applies*

The above establishment is subject to license and fee requirements* and is eligible for a locally authorized health permit, OR

The above establishment is exempt from license and fee requirements* or already has a valid health permit issued by another Local Public Health Agency in Colorado.

The licensee or authorized representative shall ensure that all food and beverage is obtained from approved sources, and:

The operation does not require a commissary or servicing area; OR

Serves as its own licensed "commissary" under the same DBA; OR

Has an approved "commissary agreement" in place. Commissary name, address:

The licensee or authorized representative shall demonstrate knowledge of the Colorado Retail Food Code. The operation:

Has provided proof of a Certified Food Protection Manager; OR

Oversees an operation that has limited food exposure ("low risk") and is not required to have a Certified Food Protection Manager; OR

Meets the requirements of the "Cottage Food Act", including taking an approved food handlers course, and appropriate labeling. (This form is then a statement of review)

The licensee or authorized representative shall not operate more than one Temporary Food Establishment concurrently using this license, and must provide timely intervention to control an imminent health hazard or foodborne illness risk factor. A violation of these terms may result in a closure order issued to the establishment.

Eagle County Environmental Health, 500 Broadway, PO Box 179 Eagle, Colorado 81631-0179 | updated January 2022