



Health Department Use Only

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

TE#: \_\_\_\_\_

## **Special Event Coordinator Application**

This application is to be completed by the Special Event Coordinator hosting a Special Food Event. Applications should be submitted at least 30 days prior to the event.

Please e-mail this completed application to [EnvironmentalHealthInspections@adamscountyco.gov](mailto:EnvironmentalHealthInspections@adamscountyco.gov)

### **Special 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: \_\_\_\_\_

Event Narrative (please provide a brief description of the event): \_\_\_\_\_

\_\_\_\_\_

### **Event Coordinator Information**

Event Coordinator Name				
Phone Number		Email		
Mailing Address		City	State	Zip
Contact Person that can be reached during the event		Phone Number	Email	

### **Food Vendor Information**

**Please attach a copy of the license for each mobile and non-mobile food vendor**

Approval for food vendor operation cannot be given until proper licensing is verified

Name of Food Vendor	Mobile Unit or Non-Mobile*	Health Department that Issued License (if mobile unit)	Vendor Phone	Vendor Email

\*If a non-mobile food vendor (booth-type setup) does not have an Adams County Special Event Retail Food License for the current year, please refer them to Adams County Health Department for licensing. Special Event Food Licenses issued by any other Colorado Health Department will **NOT** be accepted.

## **Coordinator Verification**

Please read each section and initial to indicate your understanding:

### **Food Service**

- All food vendors shall be properly licensed and shall comply with the Colorado Retail Food Regulations. Failure to provide copies of licenses and contact information for vendors may result in non-approval.
- Please contact the Adams County Health Department's Environmental Health Office for assistance with licensing and approval.  
303-288-6816, [EnvironmentalHealthInspections@adamscountyco.gov](mailto:EnvironmentalHealthInspections@adamscountyco.gov)

**Coordinator Initials** \_\_\_\_\_

### **Water**

- Access to a safe, potable water tap shall be provided on site. Bottled water is acceptable. Food vendors must bring their own water supplies and adequate backflow prevention shall be provided where indicated.
- For water supplied from a well(s): Protect wellheads from contamination by maintaining adequate distance from wellhead, provide proper drainage, manage manure accumulation, keep animal holding areas away from the well, etc.

**Coordinator Initials** \_\_\_\_\_

### **Wastewater**

- Wastewater from food booths, mobile food vendors, and other sources shall not be disposed of on the ground or into storm drains. Wastewater must be properly disposed of through a sanitary sewer system.

**Coordinator Initials** \_\_\_\_\_

### **Solid Waste**

- Trash and recycling receptacles should be provided at the event. They should be emptied regularly and managed in such a way that nuisances are avoided.

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### **Restrooms**

- An appropriate number of toilets must be provided for attendees. Handwashing stations with running water, soap, paper towels, and a waste bin should be provided near the toilets. Arrangements should be made to clean and disinfect high touch surfaces in restrooms, including portable toilets frequently during the event.
- Arrangements should be made for service or replacement of portable toilets as needed during and after the event. Arrangements should be made to monitor supplies including toilet paper, soap, and paper towels.

**Coordinator Initials** \_\_\_\_\_

### **Noise**

- Events shall comply with Colorado's noise abatement statute and shall not create a nuisance for nearby receptors. As necessary, applicants will implement measures to mitigate noise impacts on neighbors.

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### **Petting Zoo**

- Adams County Health Department recommends that handwashing stations be provided in close and convenient proximity to all petting zoo stations. Conspicuously place signs that encourage hand washing in the petting zoo area to remind the public to wash their hands.

**Coordinator Initials** \_\_\_\_\_

As Event Coordinator, I have read and understood Adams County Health Department's expectations for Special Food Events.

Printed Name	Signature	Date
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