



ADAMS COUNTY
HEALTH DEPARTMENT
Together for a Healthier Adams County

Health Department Use Only

Approved by: _____

Date: _____

SEV#: _____

VENDOR APPLICATION FOR RETAIL FOOD AT SPECIAL EVENTS

An **Adams County Special Event Food License** is required to operate at Special Events in Adams County. Special Event Food Licenses issued by any other Colorado Health Department will **NOT** be accepted.

A licensed mobile operating as originally approved is not required to obtain a separate license for Special Events. Any additional operation outside of the intended mobile unit would need to obtain a separate Special Event Food License.

Applications are due **14 days before the first event**, or a \$50 late fee will apply.

*Please email your completed application to:
environmentalhealthinspections@adamscountyco.gov

Please complete the following:			
Food Establishment Name (Trade Name)			
Full legal name of corporation, individual owner, or non-profit			
Mailing Address	City	State	Zip
Contact Name			
Contact Phone Number	Contact Email		
Name of Commissary	Commissary Address		

Events within Adams County that you are attending:

Event Name	Date(s)	Location

Event Menu:

Please list all food products and the source (grocery chain, wholesaler, etc.). Include items such as toppings, condiments, and ice. Food items must be from an approved source. No home-made or home-processed foods (including ice) are permitted.

Food or Beverage Item	Source

What equipment will be used to maintain temperatures during transport/during the event?

Cold Foods (41°F or below): _____

Hot Foods (135°F or above): _____

What type of sanitizer solution will be used on food contact surfaces? _____

*Sanitizer testing strips must be available on-site

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

Where will the potable water for handwashing be acquired? _____

Where will the wastewater from handwashing be discarded? _____

	Yes	No	N/A
Will a refillable handwashing station with a hands-free stay-on spigot and appropriately sized waste container be available?			
Will soap and paper towels be available for handwashing?			
Will a metal probe thermometer that reads 0-220°F be available?			
Will you be cooling any food for use later?			
Will equipment capable of reheating food to 165°F be available?			
Will additional utensils be available to switch out after 4 hours of use?			

Commissary Use:

All slicing, chopping, peeling, dicing, shredding, mixing, and pre-washing must be done at an approved commissary. Food preparation is not allowed to take place at the event. Food may not be cooked or stored at home. Commissaries need to be within 30 miles or 30 minutes of the event.

***Please complete the Adams County Commissary Agreement and attach**

Provide a copy of the facility's Retail Food License if not located within Adams.

Commissary agreement can be found on our website: [located here](#)

Booth Layout:

Provide a drawing of the setup of the booth. Identify and describe all items (cooking equipment, hot and cold holding equipment, handwashing setup, customer service area, trash containers, etc.):

Employee Illness

What symptoms should employees not work with when preparing and serving food?

Review of Additional General Guidelines

- All equipment and operations must be contained under your tent.
- Hand sanitizers are NOT an acceptable substitute for required hand washing set-up.
- Preparation of raw chicken at the event is prohibited other than the frying of frozen chicken wings.
- All ground beef & Philly cheesesteak must be precooked at a commissary or be frozen-performed hamburger patties until cooked at the event.
- Turkey legs must be precooked.
- Pulled pork, chicken, other shredded meats and barbequed meats must be precooked at commissary.
- All fruits and vegetables must be washed and cut at the commissary.
- Lemons and limes may be cut once on site for lemon/limeade provided they are washed at a commissary.
- Bananas may be cut on site if used on kabobs if they are washed at a commissary.
- Sandwiches may be assembled onsite, but all preparation of ingredients must take place at the commissary. Examples: gyros, tacos, burritos, steak sandwiches, and traditional sandwiches.
- Sterno burners are prohibited at outside events unless windshields are installed to protect them from wind.
- Provide a barrier (e.g. a table) to separate the food area from the customer area.

Certification of Applicant

By signing below, I agree that I will operate my booth in accordance with the Colorado Retail Food Establishment Rules and Regulations and will immediately correct any violations found during an inspection. My original Adams County license will be posted on-site. I also understand that my license to operate may be suspended or revoked for non-compliance with these requirements and I may be removed from the event.

Printed Name	Signature	Date
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