



ELBERT COUNTY EVENT GUIDELINES

GENERAL INFORMATION

The event application is intended to be completed by the Event Coordinators/ HOLDERS hosting a temporary event to the public as defined by the Colorado Retail Food Regulations, ***“A community event that operates for a period of time not more than 14 consecutive days that may include town celebrations, fairs, or festivals”*** Elbert County Public Health (ECPH) will review each event for the following environmental health components and request further information if needed.

- Food service
- Water
- Wastewater
- Restrooms
- Solid Waste
- Petting Zoo

FEES

An application review fee of \$100 must be submitted with the event coordinator application. Non-profit organizations are exempt, with proper documentation provided. Event plans will not be reviewed until the fee has been paid.

An inspection fee of \$50/hour MAY be requested from the county inspector. Inspector fees are determined on a case by case basis.

NOTES FOR VENDORS AND COORDINATORS/HOLDERS

1. Licenses issued by the City and County of Denver are NOT valid outside the City and County of Denver. *(If you are a mobile unit, licensed by the City and County of Denver you will be required to obtain a Colorado Retail Food license through the county in which your commissary is located if you wish to participate at an event)*
2. If you are scooping ice you are required to have a Food Vendor Approval from ECPH.
3. The following foods do not need a Food Vendor Approval:
 - Pre-packaged food/drinks (no ice)
 - Pre-packaged ice cream/frozen yogurt novelties (no scooping and no soft serve)
 - Hot cocoa/coffee (no ice)
 - Whole fruits and vegetables (uncut)
 - Popcorn, which is plain, seasoned with salt, buttered or sugared (e.g. kettle corn)
4. If you are selling/preparing caramelized nuts, roasted almonds, caramel or flavored popcorn then you are required to have a Food Vendor Approval, but you do not need a license if it is commercially prepackaged.

ELBERT COUNTY PUBLIC HEALTH
AND ENVIRONMENTAL SERVICES

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Foods that are approved to be served at public events in Elbert County:

- **Ground beef:** Raw ground beef is approved for hamburgers that are frozen, and pre-formed patties only. They must be frozen until cooked during the event. (All other ground beef must be precooked at a commissary, therefore only needing reheating/hot-holding at the event. (Examples: tacos, burritos)
- **Steak:** Raw steak is approved if it is ready to cook and serve. If steak is being used in slices or pieces then it must be pre-cut at a commissary. (Example: Fajitas)
- **Chicken:** All chicken other than frozen chicken wings must be pre-cooked or smoked.
- **Turkey Legs:** Turkey legs must be pre-cooked.
- **Fish/ Shrimp/ Seafood:** Fish, shrimp and seafood can be raw only if frozen; otherwise it must be precooked. These foods must be frozen until cooked during the event.
- **Hot Dogs/Bratwurst/Italian Sausage:** Hot dogs, bratwurst, Italian sausage, and other sausages are approved raw or pre-cooked.
- **Ribs:** Ribs are approved raw or pre-cooked.
- **Pulled pork, pulled chicken, pulled meats:** Pulled pork, chicken, and other shredded meats and barbequed meats must be pre-cooked at commissary. These foods should only need to be reheated/hot-held at the event.
- **Crepes/ Funnel Cakes/ Pancakes:** The batter for crepes, funnel cakes, and pancakes must to be pre-mixed at commissary. If the batter is potentially hazardous then it must be kept at 41 degrees F or below during the event.
- **Vegetables:** Lettuce, tomatoes, cheese, onions, jalapenos, and other vegetables/toppings must be prepared at a commissary or purchased pre-washed and pre-cut.
- **Lemons/Limes:** If the vendor is making lemonade/limeade, they can cut the lemon/lime in half only for squeezing on-site. If they need to cut it into more pieces then it must be done at a commissary. The lemons and limes must be pre-washed at a commissary.
- **Fruit:** All fruit must be pre-washed and pre-cut/pre-sliced at a commissary or purchased pre-washed and pre-cut.
- **Other foods:** evaluated on a risk-based criteria

****ALL SLICING, CHOPPING, PEELING, DICING, SHREDDING, MIXING AND PRE-WASHING MUST BE DONE AT THE COMMISSARY****

- All food must be prepared at a licensed food establishment (commissary).
- Potentially hazardous foods shall be limited to cooking and then serving.
- Food cooked or stored at home is prohibited.

Booth requirements:

- A hand sink with water, soap, and paper towels is required. The water dispenser must be capable of providing hands free continuous flowing water.
- A catch bucket for the hand sink wastewater.
- Equipment must maintain hot food at 135°F or above and cold food at 41°F or below. All potentially hazardous food must be maintained either hot or cold.
- A metal stem probe thermometer Calibrated 0 to 220 degrees F.
- Sanitizer (bleach and water) at 50-200ppm and chemical test strips to test the sanitizer.
- Enough utensils to change every four hour.

EVENT APPLICATION

Event name: _____

Event date(s): _____ Event hours: _____

Event location: _____

Expected number of attendees: _____

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

Anticipated number of food vendors: _____ Date/time vendors are required to be set up: _____

Event Coordinator name: _____

Phone number: _____ Email address: _____

Mailing address: _____

Contact person during event (if different from above): _____

Contact phone number during event: _____

SERVICES PROVIDED ON-SITE TO FOOD VENDORS:

(Check all that apply and provide detail if necessary)

Water Supply:

- There is access to a potable water taps on site.
- Vendors must bring their own water supplies.
- Backflow prevention provided.
- Water supply from well(s): (Protect wellhead from contamination by maintaining adequate distance from wellhead, providing proper drainage, managing manure accumulation, keeping animal holding areas away from the well, etc.)

Wastewater:

- There will be liquid waste collection tanks / receptacles on site.
- Vendors must arrange for their own wastewater disposal.
If animal exhibits on-site: Wastewater drainage from animal exhibit areas must be directed away from food booths

Electricity:

- There will be no electricity supplied on site.
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use their own generators on site.

Trash/Refuse:

- There will be trash receptacles throughout the event for the public.

- There will be dumpsters on site for vendors and public trash removal. How often will they be serviced? _____

Toilet facilities:

- Water carrying public restrooms. How many? _____
- Portable toilets. How many? _____
- How often will they be serviced? _____

Hand wash facilities:

- Water carrying public restrooms. How many? _____
- Portable hand wash stations. How many? _____
- Will they be located in: (please circle yes or no)
 - food booths YES NO
 - at restrooms YES NO
 - at petting zoos YES NO N/A
- Will soap and paper towels be provided? YES NO
- Will trash cans be provided for paper towels? YES NO

Other services:

- Refrigerated truck
- Ice

FOOD VENDORS (please provide the contact information for each food vendor you would like to have participate, ECPH will reach out to them directly to obtain the paperwork that we need from them)

Business name	Contact Name & Phone Number	Contact Email

****Email completed event applications to publichealth@elbertcounty-co.gov****

HEALTH DEPARTMENT USE ONLY

Fees paid

Non-profit

Vendor info provided

Approved: Yes No

Approval signature: _____ Date: _____