



**SPECIAL ACTIVITY PERMIT: APPLICATION FORMS**

**Return this section to City Hall, P.O. Box 775088 / 137 10<sup>th</sup> Street  
Attn: Julie Franklin**

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This permit is provided free of charge, but additional City Permits and fees may apply. Do you qualify for a Special Activity Permit? Does your event require two or more City services? Do you need a road closed or assistance with crowd control? Contact Julie Franklin, City Clerk, (970) 871-8248.

*Please return the following items*

Place a check mark next to items included:

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Sketch or map of event
- \_\_\_\_\_ Narrative of event
- \_\_\_\_\_ Liability Insurance Certificate (Naming the City as an additional insured)
- \_\_\_\_\_ Traffic control plan, when applicable.
- \_\_\_\_\_ Street closure petition/neighbor notification, when applicable.
- \_\_\_\_\_ Emergency Contacts
- \_\_\_\_\_ Liquor "Special Events Permit" (separate application) turned in 45 days prior to event; including separate check payable to State of Colorado

Submitted by:

Name: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Event Name: \_\_\_\_\_

## City of Steamboat Springs Special Activity Permit

### **INSTRUCTIONS FOR OBTAINING A CITY PERMIT**

File the attached application with the City Clerk's Office **at least 30 days in advance of the event/street closure**. If your event requires a liquor license, please file your application **at least 45 days in advance**. When your permit has been approved, you will be contacted and mailed a Special Activity Permit License that must be displayed during your event.

**Your event must comply with all applicable City Ordinances and Regulations.**

#### **YOUR APPLICATION MUST INCLUDE THE FOLLOWING ITEMS:**

- A. APPLICATION:** Please use blue or black ink. List only one contact person; with an additional list in writing of emergency contacts, as needed, preferably with cell phone numbers.
- B. DETAILED SKETCH, MAP, OR TRAFFIC PLAN (when applicable) OF EVENT SITE:** Please include all applicable items, i.e.; boundaries, vendor booths, positioning of Community Service Officers, road closures beginning and ending, fencing, barricades, etc.
- C. VENDORS:** Please be aware and respectful when locating vendor booths. If a vendor is placed in front of a conflicting business use (i.e. a food vendor located in front of a restaurant), the booth may need to be relocated.
- D. INSURANCE REGULATIONS:** Attach a Certificate of liability insurance for your event in an amount not less than \$1,000,000.00. **The City of Steamboat Springs must be listed as an Additional Insured.** Please do not state that a copy of Insurance is on file with the City, you must supply this document with every Special Activity Permit Application.
- E. POLICE, FIRE, EMERGENCY AND AMBULANCE SERVICE REQUESTS:** Police Officers may be requested or required for event security. Community Service Officers may be needed for traffic control/parking and crowd control/pedestrian traffic. Fire Suppression Services may be able to provide volunteer firefighters and trucks/equipment for your event. A separate permit must be purchased from Fire Prevention Services, located at 927 Oak Street behind Centennial Hall, for fireworks, tents in excess of 200 square feet, canopies over 400 square feet, open burning, explosives, and temporary structures. When necessary, an inspection will be scheduled at the time your permit is purchased. An Ambulance stand-by may be a requirement of the event coordinator or insurance policy.

- F. STREET CLOSURE/ PETITION FOR STREET CLOSURE:**  
Attach an additional map/sketch showing your closure. You will need to obtain signatures of surrounding neighbors (within 300 feet of event or closure) on the enclosed petition and return with application, **OR** you may distribute a letter/flyer to homes and businesses in place of getting signatures. Include the event, dates, times, and a contact person & phone number.
- G. VENDORS / SALES TAX POLICY: All vendors are required to have a City Sales Tax License.** Event Coordinator: **please turn in a list of all Vendors** (Include: Vendor name, contact person, mailing address, and business phone number) **AND a vendor deposit check, totaling \$50.00 x total number of vendors, at least 2 weeks prior to event. Contact the City Sales Tax Department at (970) 879-2060, with questions.**
- H. LIQUOR SERVICE / SPECIAL EVENTS PERMIT:**  
**Contact Julie Franklin, City Clerk, for your Special Events Permit Application, at (970) 871-8248.** Application must be submitted 45 days in advance of your event. Provide a diagram showing where alcohol will be served, a Certificate of Incorporation, and a deed or written permission for use of premises.  
**Additional fees are required to receive your liquor permit.**
- I. FOOD SERVICE GUIDELINES:** Established through the Routt County Environmental Health department, (970) 879-0185. A State Retail Food Establishment License is required.
- J. SIGN PERMIT:** Any sign or banner displayed in conjunction with a special event must be approved with our code officer. **A non-profit may schedule a banner to be hung on Lincoln Avenue through the Steamboat Springs Chamber Resort Association.**
- K. TRANSIT SERVICES:** You may request buses or “shuttle”-type services for your event. Additional fees may apply.
- L. CITY FACILITY USAGE:** Use of a Facility (Howelsen Ice Arena, Olympian Hall, and fields) is reserved through the Parks, Recreation, and Open Space Department. All other City facilities please contact City Hall. All deposits and payments are made prior to use of the facility.
- M. TRASH/RECYCLING:** Event coordinators need to provide recycling containers and capabilities at their event.
- N. PORTABLE TOILETS:** Please provide 1 toilet per 100 spectators.

# City of Steamboat Springs

## SPECIAL ACTIVITY PERMIT APPLICATION

Date of Application \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Name of Event \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

**Are you a non-profit?** Yes No (Please include Exemption Certificate) **Is this a non-profit Event?** Yes No

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Daytime phone \_\_\_\_\_ and Fax \_\_\_\_\_

Location of Event \_\_\_\_\_

Is this event on private property? Yes No If yes, please include a letter or signed agreement from the property owner showing permission for use of their property.

Description of Event \_\_\_\_\_

Expected number of Participants \_\_\_\_\_ and Spectators \_\_\_\_\_

**Does this event include Vendors?** Yes No (All vendors are required to have a City Sales Tax License)

Exact time **event** will begin \_\_\_\_\_ end \_\_\_\_\_

Exact time **event preparation** will begin \_\_\_\_\_ and clean up will end \_\_\_\_\_

*For office use only.*

**Note: Department representative - please contact applicant directly with your questions or concerns, unless we have a special meeting scheduled prior to the event.**

	Department	Conditions of Approval	Signature	Date
1	Planning			
2	Fire Prevention			
3	Police			
4	Community Service Officers			
5	Fire Suppression/ Ambulance			
6	Streets / Public Works			
7	Transportation Services			
8	City Clerk			
9	Parks, Open Space, & Recreational Services			
10	Finance / Sales Tax			
11	Internal Services			
12	Facilities Maintenance			

**Please return this application to the Clerk's office no later than \_\_\_\_\_.**

**SPECIAL ACTIVITY PERMIT**  
**Please outline your site or enclose a map**

**Include all applicable items: Event boundaries/ Fencing, Tents, Vendor booths, Locations for Community Service Officers, Road Closures begin & end/Barricades/Cones, Water stations, Emergency Vehicle Access Roads, Event Signage locations, etc...**



**CITY OF STEAMBOAT SPRINGS  
COMMUNITY EVENTS  
STANDARD INSURANCE REGULATIONS**

The City of Steamboat Springs supports and encourages community events sponsored by various organizations. It is our responsibility to protect the health, safety, and welfare of our citizens. In order for all events to run smoothly and safely, we request the following information. If any requirements appear excessive or cause undue financial hardship for "**non-profit**" community organizations, please contact the City's Risk Manager, Anne Small, to discuss possible alternatives for providing adequate insurance coverage.

As a condition of the Special Activity Permit, the responsible organization agrees to the following rules, regulations and conditions established by the City of Steamboat Springs:

- 1) The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City of Steamboat Springs.
- 2) The responsible organization shall indemnify and hold harmless the City, its officers, officials, employees, agents and insurance from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including, but not limited to: costs of actions and reasonable expert and attorney fees incurred by the City in any way resulting from or arising out of this community event. This provision shall not and is not intended in any way or manner to waive or cause the waiver of defenses or limitation on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution or the common law(s) of the United States or Colorado.
- 3) The responsible organization shall procure and maintain, at its own cost, liability insurance in the amount of not less than **\$ 1,000,000.00** against all claims, demands and other obligations incurred by the event planner/organizer in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these "rules" by reason of its failure to procure or maintain insurance in sufficient amount, duration or types. **A certificate of insurance, naming the City as an additional insured, shall be provided to the City's Risk Manager or the City Clerk 7 days prior to the event.**
- 4) If holding the event on City property, the responsible organization should return the site or facilities to pre-event condition.

**Thank you for providing this information. The City seeks to ensure that your event is coordinated, safe and enjoyable. We are happy to assist you in way we can to help make your event a success.**

Name of Event Organizer: \_\_\_\_\_  
(Please print) (Signature)

**CITY OF STEAMBOAT SPRINGS  
COMMUNITY EVENTS  
STANDARD INSURANCE REGULATIONS  
SPECIAL EVENT INSURANCE REQUIREMENTS**

This form is required if the event is held on City-owned property.

**1. Liability Insurance**

All events within the City limits, in which the City of Steamboat Springs is providing a Special Activity Permit, are required to provide a \$1,000,000 liability insurance coverage naming the City as an additional insured. Such insurance shall be an occurrence policy. A Certificate of Insurance must be submitted to the City Clerk's Office at least 7 days prior to the event.

**2. Workers Compensation Insurance (Colorado Statutory Requirement)**

The event sponsor or responsible organization is required to provide Workers Compensation Insurance for any person who is an employee of the organization or anyone paid to work on the community event. Event sponsors often have volunteer insurance. Please specify if you have this additional insurance:

Workers Compensation: Yes \_\_\_\_\_ No \_\_\_\_\_

Volunteer Insurance: Yes \_\_\_\_\_ No \_\_\_\_\_

**3. Automobile Liability (Colorado Statutory Requirement)**

The event sponsor or responsible organization is required by Colorado law to provide automobile insurance to any person who is an employee, paid worker or volunteer of the organization operating an automobile. If automobiles are required or utilized for your event, please provide proof of insurance to the City Clerk's Office, 7 days prior to the event. (i.e. auto races, parades, etc.)

Automobile Liability: Yes \_\_\_\_\_ No \_\_\_\_\_

Who is insuring the event, if the events sponsor is not providing insurance?

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Print name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Organizer's Signature (required): \_\_\_\_\_

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Shelly St. Pierre, Purchasing & Risk Management Technician  
City of Steamboat Springs



**CITY OF STEAMBOAT SPRINGS  
PUBLIC SAFETY SERVICES  
\*\*DIVISION OF POLICE SERVICES\*\*  
840 Yampa Avenue, P.O. Box 775088  
Steamboat Springs, CO 80477  
(970) 879-4344**

*Please check the appropriate choices:*

	<b>1. OPEN CONTAINERS - The sale or consumption of alcoholic beverages.</b>
	<b>2. PUBLIC ADDRESS SYSTEMS - The use of amplified sound systems</b>
	<b>3. PRIVATE PROPERTY INVOLVEMENT - Activities held on private property.</b>
	<b>4. PARKING CONSIDERATIONS - Activities with major on-sight parking concerns</b>
	<b>5. DOGS – Will dogs be allowed at the event? If no, then the City Manager will need to adopt the rule that dogs are not allowed in the park/area for the duration of the event. (A letter from the City Manager is required.)</b>

**SPECIAL OFFICER REQUESTS**

The City reserves the right to increase officers as needed for public safety.

*Please specify number of officers requesting:*

	Community Service Officers		Police Officers*
	Mounted Police Officers*		Bike Police Officers*

\* Police Officers will be paid \$65.00 per hour by the event organizer.  
Non-profit organizations may receive Community Service Officers free of charge, if available. (For-Profit: Minimum of 2 Community Service Officers for 2 hours/event.)

**To assist with:**

	Crowd Control / Pedestrian Traffic		Night Security
	Traffic Control / Parking		Security

**ALL EVENTS SHALL COMPLY WITH APPLICABLE STEAMBOAT SPRINGS REVISED MUNICIPAL CODES.**



Steamboat Springs Fire Rescue  
 \*\*\* Emergency Services \*\*\*  
 PO Box 775088 2600 Pine Grove Road  
 Steamboat Springs, CO 80477-5088  
 (970) 879-7170

If your event requires emergency standby services, you will need to contact Steamboat Springs Fire Rescue directly at (970) 879-7170 to confirm all arrangements.

This permit applies to the following special events/activities requirements (please check):

	Any activity which the Events' insurance requires an emergency standby.
	Any activity which the Event Coordinator and Steamboat Springs Fire Rescue require a standby.
	Other -

Please check the emergency service(s) standby you are requesting for your event:

	Ambulance Services
	Fire Suppression Services (Fire Truck)
	Emergency Personnel only
	Other -

Steamboat Springs Fire Rescue requires a signed contract two (2) weeks prior to the event. Contact Steamboat Springs Fire Rescue for standby contract and policy; please provide a detailed description of services requested.




**Special Event Service/Equipment Request**

**Public Works/Streets staff can provide the following equipment/services: barricades, cones, pennants, and installing and removing street banners. The Chamber schedules the hanging of street banners, call 879-0882.**

Equipment/Service requested:

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Date and times equipment or service is needed:

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Takedown date and time:

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**\*\*STREETS DIVISION\*\***

**Please complete the following if your event requires a street closure.**

Describe the exact location of the areas you wish to close and include this information on the diagram at the beginning of the packet:

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Cross streets and additional streets encumbered:

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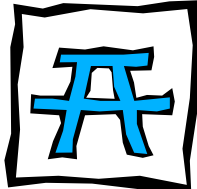
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What time do you need the street closure?

\_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm



**Special Event Service/Equipment Request**



Equipment/Service requested:

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Date/time equipment or service is needed:

---

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Knockdown date and time:

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**The use of stakes is not permitted in City Parks or parking lots.**

**For event/sport fencing contact the Steamboat Springs Chamber Resort Association, 879-0882 and ask for the Special Events Coordinator.**

**Questions?** Please contact Ernie Jenkins, Parks Supervisor at (970) 879-4300x325

**CITY OF STEAMBOAT SPRINGS  
COMMUNITY SERVICES  
\*\*TRANSIT SERVICES\*\*  
(970) 879-3717**

Please explain transit service request, in detail: (i.e., Number of buses and/or shuttle vans and hours of operation)

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<b>Fee schedule for bus/van use:</b>	<b>Bus</b>	<b>Shuttle Van</b>
Local, non-profit or City-requested/City-sponsored events: *	\$25.00/hour	\$20.00/hour
Non-local or out-of-state non-profit: **	\$65.00/hour	\$60.00/hour
Private Organization:	\$75.00/hour	\$70.00/hour

\* A written waiver signed by the City Manager or designated representative may substitute for the fee rate.

\*\* Non-profit organizations must provide necessary documentation showing non-profit status.

One hour of service time will be charged for pre-trip and post-trip servicing (Inclusive) per vehicle used.

50% of the projected fee is due 24 hours prior to service and the remaining fee is due 30 days after the completion of service or prior to any subsequent service, whichever comes first.

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**FOR OFFICE USE:**

Date:

\_\_\_\_\_ Proper documentation received.

\_\_\_\_\_ Necessary fees received:

50% \$\_\_\_\_\_ paid on \_\_\_\_\_.

Final 50% \$\_\_\_\_\_ paid on \_\_\_\_\_.

\_\_\_\_\_ \* Waiver received in lieu of fees.



## TRASH AND RECYCLING



The City requires that event organizers be responsible for providing trash and recycling (aluminum, glass, plastic) receptacles at Special Events in the City. These receptacles should be placed appropriately throughout the event, approximately 1 receptacle for every 50 persons if food is provided, and 1 for every 100 persons if no food is provided. The coordinator is also responsible for the removal of the trash/recycling.

Waste Management, 30380 Downhill Drive, 879-2428, is available Monday through Friday, and the "Green Machines" at Alpine Bank, Safeway and Howelsen Hill are available for recycling disposal on the weekends.

How many trash/recycling receptacles will your event require? \_\_\_\_\_

The City also encourages the use of compostable cups. These are available through Steve Green Company, (970) 879-5717.

Do you plan to use compostable cups? \_\_\_\_\_



## PORTABLE TOILETS

The City requires that portable toilets be provided for events in which the venue does not have adequate toilet capacity, 1 portable toilet per 100 persons. The City encourages event organizers to provide ADA accessible portable toilets.

How many portable toilets will your event require? \_\_\_\_\_

ROUTT COUNTY DEPT. OF ENVIRONMENTAL HEALTH  
 PO BOX 770087  
 STEAMBOAT SPRINGS, CO 80477  
 PHONE: 970-879-0185 FAX: 970-870-6811

**VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS**

All vendors must complete and submit to Event Coordinator for each event in (**county name**) County. If no menu and no equipment change is occurring from one event to another, the completed original may be copied. Please attach a copy of your current temporary event or mobile unit Colorado Retail Food Establishment License, if already licensed.

Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Please complete the following information:**

Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address(Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ( )	Fax #	
Contact Name	Contact #	
Which county issued your license?	E-mail	

**\*All vendors shall have the original Colorado Retail Food Establishment license on premise at all times\***

**Are you:**

Unlicensed \_\_\_\_\_ Non-profit (provide documentation) \_\_\_\_\_  
 Licensed Temporary Event (provide copy) \_\_\_\_\_ Licensed Mobile Unit (provide copy) \_\_\_\_\_

**Hours of operation of the temporary food booth for this event:**

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_  
 Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_  
 How many people do you anticipate serving each day of the event? \_\_\_\_\_

**Please list any additional events and dates that you plan on participating in (County Name) County**

Event name \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR HEALTH DEPARTMENT USE**

Licensed \_\_\_\_\_ APPROVED  
 Needs a license \_\_\_\_\_ Yes \_\_\_\_\_  
 Non-profit \_\_\_\_\_ No \_\_\_\_\_  
*EH Specialist Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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

Please 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 or Commissary Before Event**

Check which preparation procedure each menu item requires.

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

**What is the name and location of your commissary? (Complete Commissary Agreement on page 5.)**

Name: \_\_\_\_\_

Contact Person and Phone Number: \_\_\_\_\_

**Cooling**

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

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

**Reheating**

How will foods be re-heated to at least 165 degrees F? (mark all that apply)

- Microwave
- Grill
- Oven
- Hot plate
- 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) \_\_\_\_\_

## HANDWASHING AND FOOD HANDLING

A hand-washing station **WITHIN** each booth or unit 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 / unit.

- 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 2 gallons of warm potable water that must 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 set-up.*

## Where will wastewater be disposed?

- Commissary
- Approved on-site receptacle at event
- Other \_\_\_\_\_

*Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.*

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

- Tongs
- Food-grade disposable gloves
- Deli tissues
- Other (list) \_\_\_\_\_

## 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 each menu item requires at the booth.

Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble	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)

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Grill                 | <input type="checkbox"/> Hot plate |
| <input type="checkbox"/> Deep fat fryer        | <input type="checkbox"/> Oven      |
| <input type="checkbox"/> Microwave             |                                    |
| <input type="checkbox"/> 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)**

- |  |   |
|--|---|
| <input type="checkbox"/> Hot holding unit      | <input type="checkbox"/> Steam table                      |
| <input type="checkbox"/> Held under heat lamps | <input type="checkbox"/> Served immediately after cooking |
| <input type="checkbox"/> Crock-pot             | <input type="checkbox"/> Held on grill until served       |
| <input type="checkbox"/> 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)

- |  |
|--|
| <input type="checkbox"/> Refrigerator / freezer  |
| <input type="checkbox"/> Ice chest - <i>must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.</i> |
| <input type="checkbox"/> Other (specify) _____   |

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

3. What kind and how many food thermometers (0-220°F) do you have? \_\_\_\_\_

- |   |                                       |                                  |
|---|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Metal stem probe | <input type="checkbox"/> Thermocouple | <input type="checkbox"/> Digital |
|---|---------------------------------------|----------------------------------|

**Where will utensil washing take place?**

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Commissary | <input type="checkbox"/> Commercial 3-compartment sink unit |
|-------------------------------------|---|

**What is your booth plan for flying insects and dust control, if applicable?**

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## BOOTH LAYOUT AND MAP

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

**The map shall include the following:**

- |  |   |
|--|---|
| <input type="checkbox"/> Cooking equipment               | <input type="checkbox"/> Hot and Cold Holding equipment |
| <input type="checkbox"/> Hand Washing facilities         | <input type="checkbox"/> Work surfaces                  |
| <input type="checkbox"/> Food and Single Service storage | <input type="checkbox"/> Garbage containers             |
| <input type="checkbox"/> Customer Service area           |   |

# 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:

_____ Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling, reheating.	_____ Ware washing
_____ Storage of foods, single service items, and cleaning agents	_____ Filling water tanks
_____ Service and cleaning of the equipment	_____ Dumping waste water
	_____ 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 sink \_\_\_\_\_ Prep Sink \_\_\_\_\_ Mop sink \_\_\_\_\_ Three bay sink \_\_\_\_\_

Dish machine \_\_\_\_\_ Refrigeration \_\_\_\_\_ Cooling equipment \_\_\_\_\_ Dry Storage \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
Owner/Operator

\_\_\_\_\_  
Phone Number

**This Commissary Agreement is valid for this calendar year only.**



# Event Coordinator Application

## EVENT INFORMATION

Name of the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Hour of the Event: (Days and times) \_\_\_\_\_

Expected number of patrons: \_\_\_\_\_

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

Anticipated Number of Food Booths: \_\_\_\_\_ (*Complete Vendor Information List and attach*)

Event Coordinators Name: \_\_\_\_\_

Coordinator's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Coordinator's Fax Number: \_\_\_\_\_

Coordinator's Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Coordinator's E-mail address: \_\_\_\_\_

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

Contact phone number for the day of the 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.

### **Wastewater:**

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

### **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 generators on site.

### **Trash / Refuse:**

- There will be trash receptacles throughout the event for the public.
  - There will be dumpsters on site for vendor 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? \_\_\_\_\_
- How often will they be serviced? \_\_\_\_\_

### **Other Services:**

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

## **TEMPORARY EVENT SITE MAP**

Provide a labeled map of the entire Temporary 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
- 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)

# GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

## FOOD BOOTH /OPERATIONS

- All slicing, chopping, peeling, dicing, shredding, mixing and pre-washing must be done at a commissary.
- All food must be prepared at an approved food establishment, including washing all produce (i.e. lemons for lemonade, potatoes for chips/fries, or apples for caramel apples) and placed in clean food-grade containers or liners and be provided pre-washed.
- Vendors operating for more than 1 day must operate from an approved commissary, approximately within 30 minutes or 30 miles of the event. All vendors must have a written commissary agreement (see vendor packet) with a local commissary approved by the local health department. Vendors with limited menus operating from licensed self-contained mobile units may be allowed to operate without a commissary.
- All equipment and utensil washing must be performed at an approved facility. On-site washing in tubs/basins is not permitted.
- Sufficient, non-absorbent, smooth, easily cleanable work surfaces must be provided where food is being handled.
- 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.
- Wiping cloths must be saturated with an approved chemical sanitizer at proper concentration. Test strips specific to that chemical must be provided. The sanitizing solution should be changed as needed, but at least every 3 hours.
- Extra utensils and in-use food contact surfaces (for example: cutting boards, tongs, knives, etc) must be provided so soiled items can be changed at a minimum of every four (4) hours. On-site washing in tubs/basins is not permitted and storage of these utensils shall not be in sanitizer.

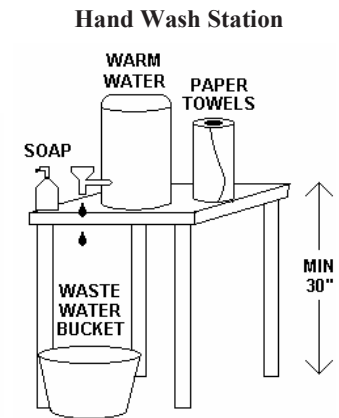
**Equipment cannot be washed on-site.**

- All foods, utensils, and paper goods must be transported in clean, covered, waterproof containers to protect them from contamination and stored at least 6 inches off the ground.
- Containers or coolers made from Styrofoam cannot be used. The storage of packaged food and/or beverage in undrained ice is prohibited.
- A sufficient quantity of potable water from an approved source must be available for booth operations. All parts of the water supply system must be approved food contact materials.
- Do not pour wastewater on the ground or in a storm drain. Ask the event coordinator if there are approved containers or if there is a sink plumbed to a sanitary drain on-site.
- A clean trash receptacle must be provided.
- Screening or other provisions may be required depending on jurisdiction or event location.
- Unwrapped displayed food requires approved covers, food shields, or separation to minimize contamination.
- All individuals involved in food preparation must wear appropriate hair restraints.
- Pets are not permitted inside the food booth.
- Equipment utilizing Sterno is not permitted.
- Food cooked or stored at home is not permitted.
- Any remaining hot held food must be discarded at the end of the business day unless properly cooled and reheated.

**Food cannot be cooked or stored at home.**

## PERSONNEL/HYGIENE

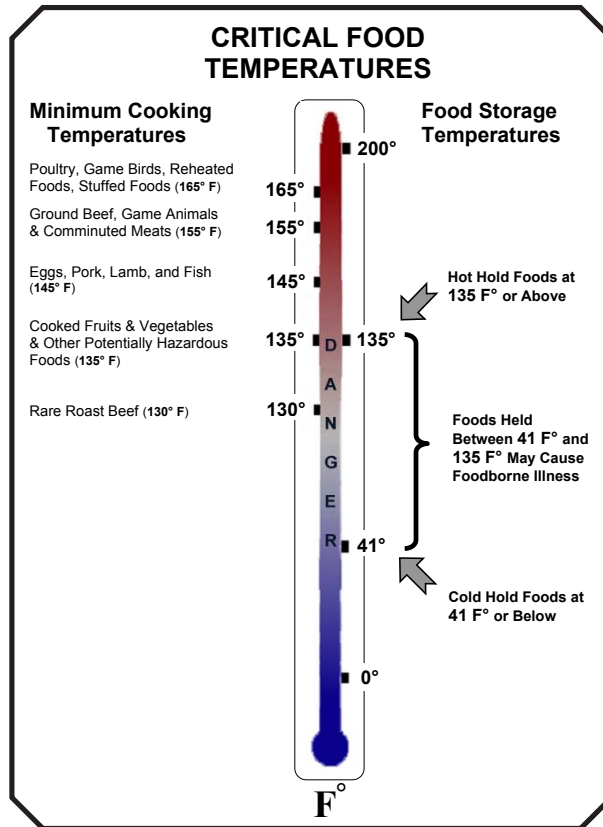
- A hand washing station with ample water, soap, and dispensed paper towels is required. The water dispenser must be capable of providing 'hands-free' continuous flowing warm water. No push button spigots are permitted.
- A catch bucket, capable of holding at least 5 gallons, must be provided for hand washing station wastewater.
- The use of utensils, deli papers, or clean food handlers' gloves is required. The use of gloves does not replace the need for hand washing.
- Hand sanitizer can be used in addition to, but not in place of hand washing.
- Bare hand contact with ready to eat foods (items that will not require further cooking) is not permitted.
- Eating, drinking and smoking are not permitted within the food booth. Staff must leave the booth for these activities and must wash their hands upon returning.



**For additional information visit:**  
[www.cdphe.state.co.us/regulations/consumer/101002RetailFood.pdf](http://www.cdphe.state.co.us/regulations/consumer/101002RetailFood.pdf)

## TEMPERATURE SAFETY

- Equipment must maintain potentially hazardous foods at 135°F or above or at 41°F or below. Potentially hazardous foods include, but are not limited to: dairy products, sauces, cooked items (rice, pasta, potatoes and beans).
- A calibrated 0° to 220° F metal stem probe thermometer, digital thermometer or thermocouple must be on site. If thin foods (hamburger patties, fish fillets) are being cooked, a thin mass food probe must be used.



## COLORADO Guidelines for

# Temporary Food Establishments

