

**CERTIFICATE OF APPROVAL TO OPERATE A SPECIAL  
FOOD SERVICE EVENT - Instructions and Application  
Forms for Event Coordinators**

All Special Events in Jefferson County that offer food for public consumption must comply with the Department's food safety regulations and receive a Certificate of Approval before operating. Event coordinators must call JCPH to schedule an appointment to obtain their Certificate of Approval. Please bring this completed application to your scheduled appointment. Appointments will be held on Thursdays. Please plan ahead to schedule accordingly. Special events may include, but are not limited to: fairs, carnivals, festivals, farmers' markets, etc.

**APPLICATION FEE:** \$110.00 (payable to Jefferson County Treasurer)

**1. EVENT INFORMATION**

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

Event Date(s) \_\_\_\_\_

Event Location (physical address): \_\_\_\_\_

Hours of Operation: (Days and times) \_\_\_\_\_

Expected peak attendance: \_\_\_\_\_

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

Anticipated Number of Food Booths: \_\_\_\_\_ (Complete Vendor List on pg 3)

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 – equipped with soap and papertowels (How many?) \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_

- Other Services:**
- Refrigerated truck(s)
  - Commissary kitchen (Provide a list of available equipment in kitchen.)
  - Ice

**3. SPECIAL FOOD SERVICE 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
- 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 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 3. I will only allow food vendors with a current Certificate of Approval to operate at my event. I agree to operate this temporary event in compliance with all acceptable sections of the Colorado Retail Food Establishment Regulations and the terms and conditions imposed by the Department.

\_\_\_\_\_  
Event Coordinator / Applicant

\_\_\_\_\_  
Date

