

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

****Incomplete applications or applications without payment will not be processed****

All Temporary/Special Events in Jefferson County that offer food for public consumption must comply with the Department's food safety rules and regulations and receive a Certificate of Approval before operating. Please submit this application no later than 30 days prior to the event.

APPLICATION FEE: (payable to Jefferson County Treasurer)

- Complete** applications received by this office 30 days or more before the event date \$95.00
- Complete** applications received by this office 29 days or less before the event date \$125.00

FINAL list of vendors must be submitted to this office 7 days prior to your event. No additional vendors will be allowed after this time.

Department Contact: Terri Leichtweis 303-271-5776 tleicht@jeffco.us

1. EVENT INFORMATION

Event Name: _____

Event Date(s) _____

Event Location (physical address): _____

Hours of Operation: (Days and times) _____

Expected peak attendance: _____ (max number of attendees at one time)

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

Anticipated Number of Food Booths: _____ (Complete Vendor List on page 4)

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 (How many?) _____
**Must be equipped with soap and paper towels
How often will they be serviced? _____

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

3. TEMPORARY FOOD SERVICE EVENT SITE MAP

Provide a labeled map of the entire Temporary/Special Event area and include the following:

- | | |
|--|--|
| <input type="checkbox"/> Toilet facilities (portable and fixed) | <input type="checkbox"/> Location of all food preparation and service areas on the event grounds |
| <input type="checkbox"/> Hand washing facilities | <input type="checkbox"/> Food booth vendors |
| <input type="checkbox"/> Trash containers | <input type="checkbox"/> Roadways, sidewalks, and walkways |
| <input type="checkbox"/> Electrical hook-up points and generator locations | <input type="checkbox"/> Refrigerated truck (if applicable) |
| <input type="checkbox"/> Potable water taps for vendors | <input type="checkbox"/> Commissary kitchen (if applicable) |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Petting Zoo (if applicable) |

4. TERMS AND CONDITIONS OF APPLICATION

In applying for Approval to Operate a Temporary/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 4. I will only allow food vendors with a current Jefferson County Temporary Food Vendor License or Colorado Retail Food License for Mobile Units to operate at my event. I agree to operate this temporary event in compliance with all applicable sections of the Colorado Retail Food Establishment Regulations and the terms and conditions imposed by the Department.

Event Coordinator / Applicant

Date

