

Temporary Event Coordinator Guide



Department of Public Health and Environment
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Application Process

Completed applications must be submitted by 14 days before event start date for events with up to 15 food vendors, and 30 days for events with more than 15 food vendors. Please note that food vendors not licensed by this time may not be able to be licensed on short notice. It is recommended to submit your application as soon as you are able.

Application Components:

1. Event information and services.
2. Event site map.
3. Finalized vendor information list.
4. Fees.
5. Temporary Food Establishment vendors must submit applications to the Health Department.

Fees:

- Events with only one (1) food vendor – \$0.00
- Review time for events with vendors requiring a license (see pages 2-3) – \$150 application fee plus \$100 per hour review time.
- Inspector time for inspections of unlisted vendors or resolving unsanitary conditions – \$100/hr.
- Late fee for applications submitted within 2 weeks of event – \$50 (regardless of review time)

Event Information and Services

The following components ensure appropriate facilities are provided, based on the duration of the event and number of vendors and attendees.

Water Supply: Your event may or may not provide water for food vendors. If not, we make sure vendors will bring an appropriate supply for food service needs and for hand washing.

Wastewater: It is illegal to dump used/wastewater on the ground or in storm drains. If onsite wastewater disposal is not available, vendors must provide an appropriate waste tank or catch bucket and have a designated facility for emptying.

Electricity: Whether or not electricity is provided may determine what equipment food vendors will be able to use. Different equipment will allow for different menu items.

Trash/Refuse: Trash must be collected and disposed of appropriately to avoid unsanitary or nuisance conditions.

Toilet Facilities: When food is served, the public must be provided with restrooms. The number of toilets needed is calculated based on the duration of the event and how many people are expected to attend. Toilets may be plumbed restrooms or may be portable depending on the location of the event.

Hand Wash Facilities: A minimum of one hand wash station per every two toilets is recommended. These may also be plumbed restrooms if provided, or portable stations if plumbed restrooms are not available. A portable station with two sides counts as two hand wash stations.

Event Site Map

Only those items that are provided as part of the event must be included.

Toilet Facilities and Hand Wash Stations: At a minimum, these must be located near food service operations to provide use of restrooms and hand washing before or after eating. Hand wash stations must also be provided at petting zoo areas. **Hand sanitizer is not an appropriate substitute!**

Trash Containers: These should be located conveniently throughout the event area(s) to prevent trash accumulation.

Electric Hook-ups, Generators, and Water Taps: If provided, hook-ups or taps should be located in a manner that facilitates use by vendors.

Location of Food Preparation Area and Food Vendors: Documentation is required for inspection purposes, and to verify that there are no health or safety concerns of where food is prepared or served.

Refrigerated Truck: Refrigerated trucks are typically found at larger events. Any food on site at an event is subject to inspection. If provided, the location of a refrigerated truck as well as a list of vendors that will use the truck must be provided.

Commissary Kitchen: If your event location has a kitchen on site, vendors may request to use this space for food preparation or dish washing. A commissary agreement shall be provided for any vendors using on-site kitchen space.

Petting Zoo: Petting zoos present an additional health risk, as animals are potential carriers of disease. **Hand wash stations must be provided at any area with animals. Petting zoos have been linked to illnesses of E. coli, Salmonella, cryptosporidium, and many others.**

Vendor Information List

The vendor information list is used by the Health Department to verify license status of food vendors, and to assist in investigating the source of potential foodborne illness outbreaks. *All vendors selling or serving food* must be listed on the vendor list. Only vendors requiring a license (temporary food establishments, non-profit booths, special event vendors (non-TCS), mobile units from anywhere outside of Colorado) must submit an application to the Health Department. Vendors may operate as any of the following business types:

Temporary Event Vendor: This is typically a “tent and table” type set-up. These vendors are required to have a Temporary Event Retail Food Establishment License issued from Weld County. Licenses from other counties are not valid in Weld County.

Special Event Vendor: This license type is for vendors wanting to prepare or serve a non-Time/Temperature Control for Safety (non-TCS) food item (food that does not require temperature control for food safety) in an unpackaged state. Examples: kettle corn, cotton candy, roasted nuts, snow cones (ice and syrup only), packaging baked goods, adding ice to beverages, or scooping ice cream. This license is valid at any special event, coordinated or not, for the calendar year in Weld County.

Licensed Mobile Unit: Mobile units (food trucks, push carts, trailers) may operate with a mobile license from any county in the State of Colorado. If any operations extend beyond the physical mobile unit (ex: table for making lemonade outside of food truck), an additional license must be obtained.

Non-Profit: Non-profits are permitted to provide food service at temporary events without paying for a license but still need to obtain a non-profit license and complete the required application. If operating at an event, vendors must follow all rules and regulations that apply to that facility.

Cottage Food: Cottage food vendors are vendors that make low risk foods that do not require temperature control in a home kitchen. These vendors must have training in food safety and must follow all labeling requirements of the State of Colorado and pay all applicable sales tax. Cottage food vendors may also provide samples of their products.

Sampling Only: Vendors providing samples only (a sample is defined as one sip or bite of a product that is given free of charge) do not need a license. If providing any samples involving cooking of raw animal products or significant food handling, they must have a hand wash station.

Wholesale: Registered wholesale manufacturers may sell packaged products that do not require temperature control without an additional license. Sales of products requiring temperature control will require the vendor to obtain a Temporary Event Retail Food Establishment License. Wholesale manufacturers may provide samples of their products without an additional license.

Catered or Private Events

The Health Department receives frequent questions about what is considered private versus public, or what food services may or may not require a license. As a general rule, all catered, VIP, or special components of an event must obtain food from a licensed source.

Catering: Any component of an event where food is ordered for a specific group or number of people must use a licensed restaurant or caterer. Any restaurant with a Retail Food Establishment may cater these parts of an event. With catering, all food is prepared at the

restaurant and brought to the site ready to be served. Mobile units may also be contracted for catering and may cook on site if operating under the conditions of their license.

Volunteer/Employee/Sponsor/Private Meals: Meals are considered private and do not require a license when the food is not open to the public and one group of people are providing food for themselves. For example, a group of volunteers may bring lunches for each other, or make a community meal for themselves. This may include barbecues, food from home, or food from a restaurant. If a fee is paid for a service, such as sandwiches ordered for the group from a company, the source must be appropriately licensed.

Community Meals: Pancake breakfasts or organization barbecues must be included in your event application. A license may be required depending on the operation. Typically, these are run by a non-profit organization. As such, a no fee license is required, and food safety rules must still be adhered to.

Frequently Asked Questions

Q: When should additional information be provided to the Health Department?

A: The Health Department should be notified of any of the following situations:

- Suspected foodborne illness
- Interruptions in electricity or water supply
- Unlicensed food vendors operating at or near the event
- Unsanitary or unsafe conditions related to food

Q: What should be done in response to an illness related incident at an event (vomiting, diarrhea, etc.)?

A: The first step in responding to an illness related incident is to block off the area. Affected areas should be closed off until appropriate cleaning and disinfecting is done. Any personnel cleaning up after an illness incident should wear personal protective equipment, such as disposable gloves and a mask, and should discard all equipment when done. See page 8 for a full guide to cleaning and disinfecting.

Q: What if I have unlicensed vendors set up without my knowledge?

A: As the coordinator of the event, it is your responsibility to make sure all vendors have appropriate licensing and are included on your event application. If an unlicensed vendor is found at your event, they will be required to immediately pay for a license. If there are conditions presenting an imminent health hazard at an illegal vendor's booth, they will be required to close. Any time spent on handling or inspecting vendors not included on the application will be billed to the coordinator. If you need assistance or want to report an unlicensed vendor, please let the Health Department know by calling 970-304-6415 or emailing HE-tempevents@weldgov.com.