



# Louisville Labor Day Fall Festival

September 7, 2015

801 Grant Avenue at Memory Square Park



Festival Hours: Set up: 7:00-8:30 a.m. Booth hours: 9:00 a.m. – 3:30 p.m.

Registration Deadline: Friday, August 7, 2015 by 5:00 p.m.

City Hall, 749 Main Street, Louisville, CO 80027

Clean-up will happen immediately following the event.

## Your Business or Your Organization

Please note all information will be sent to the person listed here.

Please be sure information is accurate and legible.

Name of Entrant/Organization:

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

Day or Business Phone # \_\_\_\_\_

Cell or Home Phone # \_\_\_\_\_

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

Street Address: \_\_\_\_\_

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

What is the best way to contact you? ☐ No Preference ☐ Email ☐ Phone ☐ US Mail

## About Your Food Booth

**\$100 per 10' x 10' booth or food truck**

**Booth Details:** Vendors are responsible for providing their own extension cords tables, chairs and tents. All vendors are responsible for cleaning up their area following the event. Absolutely no vehicles will be allowed to drive or park on the grass so plan your set-up accordingly.

Payment should be made by check and received with the signed application by 5:00 p.m. Friday, August 7, 2015.

**Please make checks payable to: City of Louisville, Attn: Suzanne Janssen, 749 Main Street, Louisville. CO 80027.**

Non-profit organizations may contact Suzanne Janssen at [SuzanneJ@LouisvilleCO.gov](mailto:SuzanneJ@LouisvilleCO.gov) to discuss discounted options.

Electricity: There are a **very limited** number of electrical outlets available with a maximum allowance of 15 amps per booth. Electricity will be provided on a space-available basis only and must be specified at time of application. A charge of \$25 per outlet will apply for every outlet needed. Please indicate below if you need electricity for your booth.

\_\_\_\_\_ Yes! I need electrical power. I will need a total of \_\_\_\_ outlets and have included an additional \$25 per outlet with this application.

Please give a complete description of your booth and the food you plan to see. Please note: Vendors will be restricted to those food items listed.

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## Boulder County Health Department

Every food vendor must submit completed the Boulder County Health Department temporary event application included in this application packet by Friday, August 7, 2015 by 5:00 p.m. These forms are a requirement of the Health Department and are non negotiable. That portion of your application will be submitted to the Boulder County Health Department for review.

## Booth Assignments

**Space Assignments:** Booth assignments will begin on Monday, August 10<sup>th</sup>, 2015. Applications received after August 7<sup>th</sup> will receive booth space based upon availability. You will be notified of your space assignment the week of August 17<sup>th</sup>. The City does not guarantee any particular booth location. If you have special needs that apply to location, please contact Suzanne Janssen at [SuzanneJ@LouisvilleCO.gov](mailto:SuzanneJ@LouisvilleCO.gov). Every attempt will be made to avoid duplication of items; however, more than one booth with similar type of merchandise may be permitted.

**Exhibitor Guidelines:** All exhibitors are responsible for their own set-up/take-down of their tent and merchandise. All vendors are expected to leave their space free of all debris.

## Sales Tax Information

**Sales Tax:** All vendors are responsible for collecting applicable sales tax for the items sold. Therefore, all vendors must have a Louisville City Sales Tax License. If you need this license, please complete and include a separate check for \$25 along with this application. **If you already have a Sales Tax License, please provide the number here:** \_\_\_\_\_

## Zero Waste Event

**Eco Cycle's Zero Waste Program:** The City of Louisville strives to make the Labor Day Fall Festival a Zero Waste event. The goal of a Zero Waste program is to plan ahead and distribute only materials that are recyclable, compostable or reusable. All food vendors will utilize only biodegradable plates, napkins, utensils and recyclable cups. There will be no trash cans at the event in Memory Square Park. Instead, Zero Waste stations will be available for recycling and composting throughout the park.

All vendors participating in our Labor Day Fall Festival must comply with Eco Cycle's Zero Waste program and complete the participation form regarding disposable items. Eco Cycle's Zero Waste Program is enclosed for your review. Please sign it stating that you understand the requirements and will be able to completely comply and return it with your booth application. If you have questions about Zero Waste, please contact Eco Cycle at 303-444-6634 x 123 or visit [ecocycle.org/zerowaste](http://ecocycle.org/zerowaste).

### WAIVER AND HOLD HARMLESS AGREEMENT

The undersigned, for himself/herself and for his/her heirs, successors and assigns, hereby (1) waives and releases the City of Louisville and its officers, employees, and representatives from any and all liabilities, claims, damages, expenses, and causes of action of any kind (collectively "Claims") which may arise because of or related to my participation in the above described event; and (2) agrees to indemnify and hold harmless the City and such persons from and against all claims which arise out of or are in any way connected with any act, omission, or representation of undersigned or his/her agents, employees or subcontractors. In addition, I state that my participation in said event is fully voluntary and that I fully understand that by signing this agreement I am fully assuming any risk or damage which might occur because of my participation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**ALL VENDORS: PLEASE BE SURE TO COMPLETE ALL BOULDER COUNTY HEALTH DEPARTMENT AND ZERO WASTE FORMS.  
VENDORS NEEDING A LOUISVILLE CITY SALES TAX LICENSE PLEASE COMPLETE THAT FORM, AS WELL.**

PLEASE KEEP THIS PAGE AS AN EASY REFERENCE

# 80th Louisville Labor Day Fall Festival

801 Grant Avenue at Memory Square Park

Registration Deadline: Friday, August 7, 2015, 5:00 p.m. at City Hall

Festival Hours: Monday, Sept. 7 Set up: 7:00-8:30 a.m. Booth hours: 9:00 a.m.—3:30 p.m.

Clean-up will happen immediately following the event.

Thank you for participating in the 2015 Louisville Labor Day Fall Festival.

We appreciate you helping us celebrate the 80th Year of this terrific family event.

Please contact Suzanne Janssen, Cultural Arts and Special Events Coordinator,  
at [SuzanneJ@LouisvilleCO.gov](mailto:SuzanneJ@LouisvilleCO.gov), should you have any additional  
questions about Louisville's Labor Day Fall Festival



**Booth Details:** Each booth is allotted a 10' x 10' space. Booth fees are \$100, plus \$25 per electrical outlet.

(Electrical outlets are limited and must be specified at time of application.)

Vendors are responsible for providing their own extension cords tables, chairs and tents. All vendors are responsible for cleaning up their area following the event. Absolutely NO vehicles will be allowed to drive or park on the grass.

Payment should be made by check and received with the signed application by 5:00 p.m. Friday, August 7, 2015.

**Please make checks payable to: City of Louisville, Attn:**

**Suzanne Janssen, 749 Main Street, Louisville, CO 80027.**

Non-profit organizations may contact Suzanne Janssen at:

[SuzanneJ@LouisvilleCO.gov](mailto:SuzanneJ@LouisvilleCO.gov) to discuss discounted options.

**Space Assignments:** Booth assignments will begin on Monday, August 10<sup>th</sup>, 2015. Applications received after August 7<sup>th</sup> will receive booth space based upon availability. You will be notified of your space assignment the week of August 17<sup>th</sup>.

The City does not guarantee any particular booth location. If you have special needs that apply to location, please contact Suzanne Janssen at [SuzanneJ@LouisvilleCO.gov](mailto:SuzanneJ@LouisvilleCO.gov). Every attempt will be made to avoid duplication of items; however, more than one booth with similar type of merchandise may be permitted.

**Exhibitor Guidelines:** All exhibitors are responsible for their own set-up/take-down of their tent and merchandise. All vendors are expected to leave their space free of all debris.

**Eco Cycle's Zero Waste:** The City of Louisville strives to make the Labor Day Fall Festival a Zero Waste event. The goal of a Zero Waste program is to plan ahead and distribute only materials that are recyclable, compostable or reusable. All food vendors will utilize only biodegradable plates, napkins, utensils and recyclable cups. There will be no trash cans at the event in Memory Square Park. Instead, Zero Waste stations will be available for recycling and composting throughout the park.

**Sales Tax:** All vendors are responsible for collecting 8.3% sales tax for the items sold. All vendors must have a Louisville City Sales Tax License.

**Boulder County Health Department:** Every food vendor must submit completed the Boulder County Health Department temporary event application included in this application packet by Friday, August 7, 2015 by 5:00 p.m. These forms are non negotiable.

Contact Information:

[SuzanneJ@LouisvilleCO.gov](mailto:SuzanneJ@LouisvilleCO.gov)  
303-335-4581



PLEASE KEEP THIS PAGE AS AN EASY REFERENCE

# 100% Zero Waste Participation Agreement

Dear Vendor:

Thank you for your interest in participating in the ***Labor Day Fall Festival***. We are proud to announce that with the help of Eco-Cycle, this event will be a **Zero Waste Event**.

The goal of a Zero Waste event is to **divert as much waste from the landfill as possible**. We accomplish this by coordinating with vendors and event planners to ensure that all distributed materials and products are locally recyclable, compostable, or reusable! We have included a list of appropriate food distribution products. As a vendor **you are the key** to the success of our Zero Waste initiative.

## Vendors will be Responsible for:

**-Purchasing Certified Compostable** materials for food and other distribution needs at this Zero Waste Event. *(for acceptable materials guide see list below, call 303-444-6634 x120 or visit [www.ecocycle.org](http://www.ecocycle.org) for more information)*

**-Purchasing LOCALLY recyclable** materials for food and other distribution needs at this Zero Waste Event. *(for acceptable materials guide see list below, call 303-444-6634 x120 or visit [www.ecocycle.org](http://www.ecocycle.org) for more information)*

-Bringing back-of-house waste to a Zero-Waste Station and sorting that waste with assistance from an Eco-Cycle staff member.

## ***Guidelines to Containers and Service Ware for Zero Waste Events***

| Acceptable                                                                                                                                                             | Not Acceptable                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| All paper containers including plates, napkins, paper towels, sample cups, and bags.<br><i>NO PLASTIC LINING</i>                                                       | Plastic coated paper products are not acceptable.                                                                                  |
| Waxed paper products are acceptable. <i>Be sure they are WAX-coated not plastic-coated.</i>                                                                            | Styrofoam is not recyclable <b><u>despite any recycling symbols on the product.</u></b>                                            |
| Plastic bottles greater than 6 oz, Rigid Plastic #2 & #5 souvenir cups.                                                                                                | Plastic Cups are <b>not recyclable</b> . All tubs and bottles that are smaller than 6oz are not recyclable ex: "5-hr energy shots" |
| Certified Compostable Products: corn starch Cutlery, Cups, and straws that are labeled "BPI Certified Compostable" #7 PLA (see acceptable materials list on next page) | Plastic utensils and plastic straws.                                                                                               |
| Wooden stir-sticks, chopsticks, toothpicks and skewers.                                                                                                                | Plastic stir sticks, plastic chopsticks, plastic toothpicks or plastic skewers.                                                    |
| Aluminum foil and cans. Paper drink cartons                                                                                                                            | Foil drink pouches. Plastic bags and wraps.                                                                                        |
| Glass bottles and jars. Paper milk cartons.                                                                                                                            | Plastic lids from jar, tub, and cups .                                                                                             |

Please call Eco-Cycle's Zero Waste Event Manager at 303-444-6634 x120 to help you distinguish and obtain Zero Waste materials.

# Purchasing Guideline

## Resources:

**Note:** These sites are full of useful, educational information on composting and compostable products. Browse through them to learn more about compostable products.

<http://www.bpiworld.org/BPI-Public/Approved/1.html> (list of every BPI Certified Compostable product)

<http://cedar-grove.com/about-us> (educational material)

<http://www.cedar-grove.com/commercial/accepted-items/> (list of compostable items)

<http://www.natureworkslc.com/> (maker of Ingeo-Biopolymer PLA, the compostable plastic)

<http://www.natureworkslc.com/Where-to-Buy/Ingeo-Biopolymer.aspx>

<http://www.ecoproducts.com/> (Local compostable product producer)

## Acceptable Compostable Materials:

| Product                                                                                                                                                                                                                                                               | Product Manufacture                                                        | Product Name                    | Styles and Sizes          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------|---------------------------|
| Cold Cup                                                                                                                                                                                                                                                              | Eco-Products                                                               | GreenStripe Compostable Cup     | 9oz, 12oz, 16oz, 20oz     |
| Hot Cup                                                                                                                                                                                                                                                               | Eco-Products                                                               | Greenstripe Compostable Hot Cup | 9oz, 12oz, 16oz, 20oz     |
| Straws                                                                                                                                                                                                                                                                | Eco-Products                                                               | PLA Straws                      | 9 ½ inch and 7 ¾ inch     |
| Cutlery                                                                                                                                                                                                                                                               | Eco-Products                                                               | Plantware Compostable Cutlery   | Forks, Knives, Spoons     |
| Plates                                                                                                                                                                                                                                                                | Eco-Products                                                               | Sugarcane Compostable Plate     | 6", 10", 10"3-compartment |
| Bowls                                                                                                                                                                                                                                                                 | Eco-Products                                                               | Sugarcane Compostable Bowl      | 12oz, 16oz, 40oz          |
| Napkins                                                                                                                                                                                                                                                               | Most paper napkins are compostable. Be certain they are not plastic coated |                                 |                           |
| <b>IMPORTANT: IF YOU WANT TO PURCHASE COMPOSTABLE PRODUCTS THAT ARE NOT ON THIS LIST YOU MUST HAVE THEM VERIFIED BY ECO-CYCLE PRIOR TO PURCHASING. CALL (303)-444-6634 x120 OR EMAIL <a href="mailto:DAVID@ECOCYCLE.ORG">DAVID@ECOCYCLE.ORG</a> FOR VERIFICATION.</b> |                                                                            |                                 |                           |

**Note:** These products are available to purchase in bulk through:

**Tundra Supplies**

**3825 Walnut St**

**Boulder**

**(303) 545-1350**

**Tundra Supplies** [http://www.etundra.com/Eco\\_Friendly\\_Disposables-C49601.html](http://www.etundra.com/Eco_Friendly_Disposables-C49601.html)

**Note:** These products are also available to purchase in smaller quantities from:

**Eco-Cycle Inc.**

**6400 Arapahoe Ave.**

**Boulder**

**(303)-444-6634x123 (call for special vendor pricing)**

**[anna@ecocycle.org](mailto:anna@ecocycle.org)**



## 100% Zero Waste Participation Agreement Signature Page

As a vendor participating in the ***Labor Day Fall Festival***, I agree to distribute my product in locally recyclable or compostable service ware, per Eco-Cycle's guidelines. I will purchase appropriate service ware in accordance to the guidelines in this document. I also agree to sort my discards at the end of the day and make use of Zero Waste stations.

**IF YOU DO NOT COMPLY YOUR BOOTH WILL BE SHUT DOWN**

**Please clearly list all items you will be distributing and the materials associated with those items:  
Please include Manufacturer and Product name.**

| Food Item | Product Manufacture | Product Name                 |
|-----------|---------------------|------------------------------|
| Hamburger | Eco-Products        | Sugarcane Paper Plate        |
| Lemonade  | Eco-Products        | Green Stripe Compostable Cup |
| Soda      | Coca-Cola           | Aluminum Can                 |
|           |                     |                              |
|           |                     |                              |
|           |                     |                              |
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|           |                     |                              |
|           |                     |                              |
|           |                     |                              |

|               |                       |
|---------------|-----------------------|
| _____         | _____                 |
| Business Name | Employee (print name) |
| _____         | _____                 |
| Phone Number  | E-mail Address        |
| _____         | _____                 |
| Signature     | Date                  |

**Please submit signed agreement along with your vendor registration.**

**For additional information on Compostable and Recyclable items please contact:**

**David Fridland**  
**Eco-Cycle, Zero Waste Events Manager**  
**david@ecocycle.org**  
**303-444-6634 x120**

# Important Information for Vendors at Temporary Events

As a food vendor, you are responsible for ensuring that your operation complies with the *Colorado Retail Food Establishment Rules and Regulations*.

- ❑ All vendors must hold a current Colorado Retail Food License for a mobile unit or for temporary events unless the vendor is a charitable or nonprofit organization. If you do not have a license to operate at a temporary event, you will need to come to the Environmental Health office to apply and pay for a temporary event license. \*This license is required in addition to any retail food license that a vendor may hold for a permanent retail food operation.
- ❑ The Vendor Application for Temporary Food Events must be submitted to the event coordinator. Ask your event coordinator for their deadline to submit the Vendor Application. Event coordinators must forward the applications to Boulder County Public Health (BCPH) at least 10 working days prior to the event. Food service will not be permitted unless prior approval is granted by BCPH. Food service will be limited to those foods listed on the application and approved.
- ❑ All foods (including ice) must be prepared in a commercial kitchen approved by Boulder County Public Health. All foods must be pre-cut, already prepared, and ready for cooking or service when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is prohibited.

## Minimum Requirements for Application Approval

1. **Handwashing.** A handwashing station must be provided in each food booth. Service of food items will not be allowed without a proper handwashing station. All wastewater must be disposed of to the sanitary sewer system.
2. **Bare-hand contact.** Direct hand contact with ready-to-eat foods is prohibited. Serving utensils or gloves must be used to prevent bare-hand contact. Employees must wash their hands before putting on gloves and when changing gloves. Gloves do not replace the need for handwashing.
3. **Hot holding and cold holding.** Potentially hazardous foods, such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans, must be maintained at 41°F and below or 135°F and above at all times during the event. Food items may not be served if they are not at proper temperatures.
4. **Food thermometer.** An accurate food probe thermometer (0°F to 220°F range) must be used to monitor food temperatures.
5. **Transport.** Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F. Only smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam are not approved for use.



6. **Cooling.** The cooling of foods at a temporary event is prohibited. All cooling must be done at the commissary. Foods must be rapidly cooled from 135°F to 70°F within 2 hours, then to 41°F within 4 hours. Food prepared at room temperature must be cooled to 41°F within 4 hours. Approved methods include: shallow 2-4" deep containers of food uncovered in refrigeration; ice bath stirred often; ice paddle used with ice bath or refrigeration.
7. **Dishwashing.** On-site washing in tubs/basins or 3-compartment sinks is not allowed. Extra serving utensils must be provided so that soiled utensils can be changed every four (4) hours.
8. **Produce.** All produce must either be washed at an approved commissary in a food prep sink or be received pre-washed (i.e. lemons for lemonade, potatoes for fries, or apples for caramel apples).
9. **Storage.** Food, utensils, equipment, and single-use items must be protected from dust, insects, customers, and other contamination while being transported, stored, used, and/or served. All food, paper products, and utensils must be stored at least 6" above the ground. Sneeze guards, covers, or other barriers shall be provided to protect food from customers and other sources of contamination.
10. **Wiping cloths.** Wiping cloths must be used with sanitizer solution and must be stored in the sanitizer between uses. Test kits must be provided and used. Sanitizer concentration requirements are as follows: Chlorine (bleach): 50-200 ppm / Quaternary ammonium: 200 ppm or as per label.
11. **Potable water.** Potable water must be available and used. A food-grade hose must be used when connecting to a potable water supply.
12. **Wastewater.** All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank and be discharged into an approved wastewater disposal system.
13. **Garbage.** Any solid waste, such as food debris or waste paper, must be collected and disposed of at an approved commercial establishment. A clean trash receptacle must be provided in the food booth.



# Temporary Event Food Vendor Application

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

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

## Please provide 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 Number     |                    |
| Contact Name                                        | Contact Number |                    |
| Which County Issued Your License?                   | E-mail         |                    |

**All vendors must have their original Colorado Retail Food Establishment license on premise at all times.**

**This temporary food booth is (Check (✓) all that apply):**

Unlicensed \_\_\_\_\_ Nonprofit (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 \_\_\_\_\_ Thurs \_\_\_\_\_  
 Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

How many people do you anticipate serving each day of the event? \_\_\_\_\_

**Please list additional events and dates that you plan on participating in within Boulder County:**

Event Name \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_  
 Event Name \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_  
 Event Name \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

### For Official Use Only

Licensed \_\_\_\_\_ Approved: \_\_\_\_\_  
 Needs a license \_\_\_\_\_ Yes \_\_\_\_\_  
 Nonprofit \_\_\_\_\_ No \_\_\_\_\_  
 EH Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_



## What is the name and location of your commissary? (Complete commissary agreement on page 7.)

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

Location: \_\_\_\_\_

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

## Menu *(Please attach additional sheet, as necessary)*

Please list all food products and the specific source of all food items (i.e. name of grocery chain, wholesaler, etc.).

Be sure to include items such as toppings and condiments.

| Food and Drink Items | Location Where Obtained / Source |
|----------------------|----------------------------------|
| 1.                   |                                  |
| 2.                   |                                  |
| 3.                   |                                  |
| 4.                   |                                  |
| 5.                   |                                  |
| 6.                   |                                  |
| 7.                   |                                  |
| 8.                   |                                  |
| 9.                   |                                  |
| 10.                  |                                  |

## Food Preparation

Preparation must be conducted at an approved facility or commissary before the event.

Check (✓) which preparation procedure(s) each menu item requires.

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

## Cooling

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

☐ Shallow pans (less than 4") uncovered in refrigerator

☐ Ice bath and frequent stirring

☐ Ice paddle or wand

☐ Other (specify) \_\_\_\_\_

## Reheating

How will foods be reheated to 165°F or above? (Check (✓) all that apply)

☐ Microwave

☐ Grill

☐ Oven

☐ Hotplate

☐ Other (specify) \_\_\_\_\_



Transport

What equipment will you use to control temperatures during transport from the commissary to the event?

- ☐ Coolers with ice
- ☐ Cambros for cold foods
- ☐ Cambros for hot foods
- ☐ Other (specify) \_\_\_\_\_

Handwashing and Food Handling

A handwashing station WITHIN each booth or unit is REQUIRED unless you are only serving prepackaged foods requiring no preparation and/or cooking. Please Check (√) the statement below that applies to your booth.

- ☐ 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 handwashing:

1. A minimum of 2 gallons of warm potable water that must be kept and 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 handwashing setup.

Where will wastewater be disposed?

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

- Wastewater CANNOT be dumped on the ground or into storm drains.
- Water must be placed in approved receptacle or sanitary sewer. Please ask 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(s) 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? (Check (√) all that apply)  
☐ Grill ☐ Hot plate  
☐ Deep fat fryer ☐ Oven  
☐ Microwave  
☐ Other (specify) \_\_\_\_\_
2. How will hot foods be held at greater than 135°F at the event? (Check (√) all that apply; **sterno burners are prohibited**)  
☐ Hot holding unit ☐ Steam table  
☐ Heat lamps ☐ Served immediately after cooking  
☐ Crock-pot ☐ Held on grill until served  
☐ 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? (Check (√) all that apply)  
☐ Refrigerator / freezer  
☐ Ice chest - *must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*  
☐ 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? \_\_\_\_\_  
☐ Metal stem probe ☐ Thermocouple ☐ Digital

### Where will utensil washing take place?

- ☐ Commissary ☐ 3-compartment sink unit on site (mobile units only)

### 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 should include the following:

- |                                                          |                                                         |
|----------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Cooking equipment               | <input type="checkbox"/> Hot and cold holding equipment |
| <input type="checkbox"/> Handwashing 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           | <input type="checkbox"/> Other: _____                   |



## Commissary Agreement

For mobile unit operators, caterers and temporary vendors this commissary agreement must be completed and signed by the commissary owner before you will be approved to use the commissary. Please provide the following information, including signatures, and submit this agreement with your retail food license or plan review application to Boulder County Public Health. This commissary agreement is valid for the current calendar year only.

Date \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Owner/Operator) (Establishment Name)

located at \_\_\_\_\_  
(Address of Establishment)

do hereby give permission to \_\_\_\_\_  
(Mobile Unit / Pushcart / Caterer / Temporary Vendor)

**to use my kitchen facilities to perform the following (check all that apply):**

- \_\_\_\_ Preparation of foods, such as vegetables or fruits, cutting meats, cooking, cooling, reheating
- \_\_\_\_ Storage of foods, single-service items, and cleaning agents
- \_\_\_\_ Service and cleaning of equipment
- \_\_\_\_ Ware washing
- \_\_\_\_ Filling water tanks
- \_\_\_\_ Dumping wastewater
- \_\_\_\_ Other: \_\_\_\_\_

Commissary Water Supply?      Municipal \_\_\_\_\_      Well \_\_\_\_\_      PWSID# \_\_\_\_\_  
Commissary Sanitary Sewer Service?      Municipal \_\_\_\_\_      Septic \_\_\_\_\_

**Please 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 \_\_\_\_\_

\_\_\_\_\_  
Signature of Operator      Date

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

\_\_\_\_\_  
Signature of Commissary Owner      Date

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

