

# PARK COUNTY PUBLIC HEALTH

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## **Retail Food at Temporary and Special Events**

In order to operate a temporary or special event where food will be sold the temporary or special event coordinator must submit the following applications and documents to Park County Public Health.

**It is the responsibility of the Event Coordinator to assure food vendors contact and submit food service documentation (see below) to Park County Public Health for approval before attending and selling food products at a temporary / special event. It is the responsibility of the Food Vendor to submit accurate and truthful food service documentation and operate in a manner that complies with the applicable laws<sup>2</sup> and regulations<sup>3</sup> in the State of Colorado in order to prevent the cause and spread of foodborne illness.**

### **1. Event Coordinator Application**

- a. Completed Event Coordinator Application with event map and food vendor list.

### **2. Food Vendor Applications**

- a. **MOBILE FOOD TRUCKS / PUSHCARTS WITH A STATE MOBILE RETAIL FOOD LICENSE (THIS DOES NOT INCLUDE TEMPORARY EVENT LICENSES ISSUED FROM OTHER LOCAL PUBLIC HEALTH AGENCIES)**

- i. Completed Commissary Agreement

1. All food vendors MUST operate from a commissary that holds a valid retail food license in the State of Colorado.
2. If the event is 2 days or longer the commissary must be located within 30 miles or 30 minutes from the event or plans for adequate temperature control during transportation must be submitted.
3. Food vendors that are only selling prepackaged non-potentially hazardous foods may operate without a commissary but must first seek approval from Park County Public Health.
4. Food truck operators that are applying with a self-contained mobile retail food facility that are allowed to operate without a commissary must submit a written statement from the licensing public health agency that the food truck is a licensed self-contained mobile unit.

- ii. Copy of menu showing items that will be served at the event.

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- iii. Copy of state retail food license (retail food licenses are printed on a pink sheet of paper).
  - b. **FOOD VENDORS THAT DO NOT HAVE A STATE MOBILE RETAIL FOOD LICENSE**
    - i. Completed Temporary Event Food Vendor Application
    - ii. Completed Commissary Agreement
  - c. **EVENTS THAT ARE CONDUCTED AS CHILI COOK-OFFS OR BBQ COOK-OFFS WHERE COMPETITORS PREPARE A FOOD PRODUCT THAT WILL BE SAMPLED BY THE PUBLIC FOR COMPETITIVE JUDGING**
    - i. A copy of the Temporary Event Food Vendor Application for all competitors (only one application required if all competitors are using similar food preparation processes).
    - ii. Copy of a commissary agreement for all competitors (only one agreement required if all competitors are using the same commissary facility).
  - d. **FOOD VENDORS THAT OPERATE UNDER THE COTTAGE FOODS ACT**
    - i. Copy of food items that will be sold (including ingredients)
    - ii. Proof of food safety training (as required by Cottage Foods Act<sup>1</sup>)
    - iii. A copy of a label that will accompany food product (following Cottage Foods Act<sup>1</sup> labeling requirements)
    - iv. Copy of sign, card, or placard that **will be clearly displayed at all times during the event** with the following consumer-warning disclaimer "This product was produced in a home kitchen that is not subject to state licensure or inspection. This product is not intended for resale." (As required by Cottage Foods Act<sup>1</sup>).
3. **Where Applications are Located**
- a. Applications can be found on the Park County website at:  
<http://www.parkco.us/203/Food-Establishments>
4. **How to Submit Applications**
- a. Event coordinator and food vendor applications must be submitted together at least **Five Business days prior to the event. Applications submitted after this deadline will not be approved. Vendors please submit a \$115 application fee with your application. Checks should be written to Park County Public Health.**
  - b. Submit the event coordinator packet by mail to Park County Public Health at PO Box 846, Fairplay, CO 80440 or in person to Park County Public Health at 825 Clark St. Fairplay, CO 80440.
  - c. Park County Public Health may contact you with comments and advisories.

1 – Cottage Foods Act - [https://www.colorado.gov/pacific/sites/default/files/DEHS\\_CtgFds\\_Final\\_unofficial.pdf](https://www.colorado.gov/pacific/sites/default/files/DEHS_CtgFds_Final_unofficial.pdf)

2 - COLORADO REVISED STATUTES FOOD PROTECTION ACT C.R.S. 25-4-1601 (2016) -

[https://www.colorado.gov/pacific/sites/default/files/DEHS\\_RetailFd\\_FoodProtectionAct\\_RFLaw\\_25-4-16.pdf](https://www.colorado.gov/pacific/sites/default/files/DEHS_RetailFd_FoodProtectionAct_RFLaw_25-4-16.pdf)

3- Colorado Retail Food Establishment Rules and Regulations - [https://www.colorado.gov/pacific/sites/default/files/Reg\\_BOH\\_RetailFoodRegulations.pdf](https://www.colorado.gov/pacific/sites/default/files/Reg_BOH_RetailFoodRegulations.pdf)