

PARK COUNTY PUBLIC HEALTH

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Retail Food at Temporary and Special Events

Vendors wishing to rent booth space in Park County at any special event must contact the event coordinator and must complete the "Mobile Unit or Temporary Food Establishment Application with Commissary Agreement" below. A copy of your state sales tax number, a Colorado retail food license, a schematic of your mobile/ temporary unit including perimeter set up, and a copy of your menu are required. Some events are sold out months before the event so it is important to plan ahead. Check to see what service hook-ups are available. Don't assume that there will be potable water, dump stations, trash removal or electricity.

Non-profit entities are exempt from retail food licensing however, non-profit entities must contact the event coordinator and submit the "Mobile Unit or Temporary Food Establishment Application". Anyone wishing to prepare potentially hazardous foods at any special events in Park County must have a Colorado Retail Food Establishment License such as a mobile or temporary license. We do not recognize licenses from other states. Anyone selling prepackaged, non-potentially hazardous foods (soda, prepackaged candy, chips etc.) are not required to have a license.

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 laws² and regulations³ 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

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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.
 - 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 Act¹)
 - iii. A copy of a label that will accompany food product (following Cottage Foods Act¹ labeling requirements)

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 Act¹).

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 complete event coordinator and food vendor packet via email to
Public_Health@parkco.us

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c. Park County Public Health may contact you with comments and advisories.

1 - [Cottage Foods Act](#)

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

3 - [Colorado Retail Food Establishment Rules and Regulations](#)