



2011 Vendor Application for Temporary Events

Submit this application to your Event Coordinator.

For questions concerning this form contact Mesa County Health Department at (970) 248-6960

Licensed vendors please submit your application to the Event Coordinator with a copy of your 2011 Colorado Retail Food Establishment License. **Unlicensed vendors** please submit this application to Mesa County Health Department with \$100 Plan Review fee at least two weeks before your event to begin licensing process. License fees range from \$115 to \$255 depending on the nature of the business. This application can be copied for future submittals to Event Coordinators in 2011 if no menu or operational changes will occur.

Event Name: _____ Date(s): _____

Please complete 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 #	
Contact Name	Contact #	
Which county issued your license?	E-mail	

All vendors shall have the original Colorado Retail Food Establishment license on premise at all times.

Are you: (Check one)

Unlicensed (Submit to Health Dept. with \$100 review fee) _____ Non-profit (provide official documentation) _____

Licensed in Colorado as a Temporary Retail Food Establishment (provide copy of license) _____

**Licensed Mobile Unit (provide copy of license) _____ **Some options provided throughout form are not applicable.

Colorado Sales Tax # _____ FEIN or SS# _____

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

Please list any additional events you plan to attend in Mesa County.

Event name	Date	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

What is the name and location of your commissary? _____

Please complete Commissary Agreement on page 5.

MENU

Please list all menu items requiring preparation. Place a √ in the appropriate box stating where each process takes place.
C = Commissary/Commercial Kitchen E = Event

Food	Thaw		Cut/ Assemble		Cook/ Bake		Cool		Reheat		Cold Holding		Hot Holding		
	C	E	C	E	C	E	C	E	C	E	C	E	C	E	
Sample: Chili	√		√		√		√			√					√
1.															
2.															
3.															
4.															
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7.															
8.															
9.															
10.															

Please list foods not requiring preparation that will be available at your booth.

FOOD HANDLING AT THE COMMISSARY

Cooling

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

- Shallow pans (less than 4”) in refrigerator or cooler
- Using an ice-bath to cool the food product
- Ice paddle or wand
- Other (specify) _____

Reheating

How will foods be re-heated to at least 165° F? (mark all that apply)

- Microwave
- Grill
- Oven/ Stove
- Hot plate
- Other (specify) _____

Transport

Please provide the distance that you will be transporting food to the event? _____

What equipment will you use to control temperatures during transport?

- Coolers with Ice
- Cambros for cold foods
- Cambros for hot foods
- Commercial refrigeration
- Other (specify) _____

HANDWASHING SET-UP

A hand-washing station WITHIN each booth or unit is REQUIRED unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your booth / unit.

- I will be serving only prepackaged foods that require no preparation and/or cooking.
- I have a handwash sink with hot and cold water under pressure supplied with soap and paper towels.
- I am a temporary event set up and will be serving open foods that require handling, preparation and / or cooking and will provide the following for hand-washing:

- 1) A minimum of 2 gallons of warm potable water that must be refilled as needed in a container with a 'hands-free' spigot
- 2) Soap
- 3) Dispensed paper towels
- 4) Tall container or large trash can to catch wastewater until it is properly disposed

NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.

POTABLE AND WASTE WATER

Where will you obtain water? Commissary At event Other _____

Will you be using a hose to obtain water? _____ If yes, is your hose food-grade quality? _____

If using a hose(s), do you have a backflow preventer for each hose you will be using? _____

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 find out from event coordinator where this is located for each event.

FOOD HANDLING AT THE BOOTH

Hot Food Items

1. How will these foods be cooked at the site? (mark all that apply)

- Grill Hot plate
- Deep fat fryer Oven/ Stove
- Microwave
- Other (specify) _____

2. How will hot foods be held at 135°F or above at the event? (mark all that apply)

(Sterno burners are prohibited)

- Hot holding unit Steam table
- Served immediately after cooking 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? (mark all that apply)

- Refrigerator / freezer
- Ice chest - *must be drainable and foods stored in sealed containers*
- 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 _____

OPERATIONS

How will you prevent bare hand contact with ready to eat foods?

- Tongs Food-grade disposable gloves Deli tissues
 Other (list) _____

Where will utensil washing take place? (Washing utensils in 3 wash tubs is not allowed.)

- Commissary Commercial 3-compartment sink in booth/mobile unit

What sanitizer will be used for wiping cloths?

- Chlorine Quaternary Ammonia Other (specify) _____

Test kits shall be provided to test sanitizer concentrations.

BOOTH LAYOUT

Provide a drawing of the Temporary Food Establishment or Mobile Unit. Identify all equipment. The layout shall include the following:

- | | |
|--|--|
| <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> Hot and cold holding equipment |
| <input type="checkbox"/> Hand washing 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"/> Personal item storage/ Break area |

Mesa County Health Department
2011 Commissary Agreement
for Temporary Retail Food Operation or Mobile Unit

_____ Date

I, _____ of _____,
(Owner/ Operator of Commissary) (Establishment Name)

located at _____
(Address of Commissary)

do hereby give permission to _____
(Name of Temporary Retail Food Operation or Mobile Unit)

to use my kitchen facilities for:

<input type="checkbox"/> Preparation of foods such as vegetables, fruits, meats, cooking, cooling and reheating.	<input type="checkbox"/> Dishwashing
<input type="checkbox"/> Storage of dry goods and paper goods	<input type="checkbox"/> Filling water tanks
<input type="checkbox"/> Storage, service and cleaning of equipment	<input type="checkbox"/> Disposal of waste water
<input type="checkbox"/> Storage of hot and cold holding equipment	<input type="checkbox"/> Storage of foods
	<input type="checkbox"/> Other (list below)

Commissary water supply? _____ Municipal _____ Well

Commissary sanitary sewer service? _____ Municipal _____ Septic

Indicate hours facility is available for use by operator: Mon _____ to _____ Tues _____ to _____ Wed _____ to _____
Thur _____ to _____ Fri _____ to _____ Sat _____ to _____ Sun _____ to _____

Indicate the equipment available at the commissary for the proposed uses above:

Hand sink _____ Prep sink _____ Mop sink _____ Three bay sink _____

Dish machine _____ Refrigeration _____ Freezer _____ Cooling equipment _____

Dry storage _____ Other _____

I agree to provide a separate, designated storage area for all items related to this vendor's operation.

Signature of Owner/Operator Commissary

Phone number

This Commissary Agreement is valid for the 2011 calendar year only.