**Incomplete applications or applications without payment will not be processed**

A Jefferson County License is required to operate at Temporary/Special Events in Jefferson County. Applications must be submitted 14 days prior to your first event. Approval cannot be guaranteed on any applications submitted after this time period. Please plan ahead to schedule accordingly.

**If you plan to operate in Jefferson County you must obtain approval from this office**

**You must have your license in your booth at all times**

**LICENSE FEE: (payable to Jefferson County Treasurer)**
Temporary Vendor (Full Food Service)
- Complete applications received by this office 14 days or more before the event date $145.00
- Complete applications received by this office 13 days or less before the event date $175.00

Temporary Vendor (Pre-Packaged)
- Complete applications received by this office 14 days or more before the event date $125.00
- Complete applications received by this office 13 days or less before the event date $155.00

Department Contact: Michael Lucero 303-239-7093 mjlucero@jeffco.us
<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Location</th>
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Will you be operating more than one booth at the same time?  (  ) YES  (  ) NO
(Example: You will be at 2 separate events at the same time on the same day or 2 booths that are not connected at the same event)

**NOTE:** You must have a separate Jefferson County License for EACH booth you operate.

List all events that you will participate in and the dates

**NOTE:** If you are attending more than 1 event on the same date you must have a separate Jefferson County License for each event you are attending.
1. **EVENT MENU** (Attach additional sheets, as necessary)

Please list all food products and the source (grocery chain, wholesaler, etc.) Be sure to include items such as toppings, condiments and ice. All food items must be from an approved source – no home-made or home-processed foods (including ice) are permitted.

<table>
<thead>
<tr>
<th>Food and Beverage Items</th>
<th>Source</th>
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2. **FOOD PREPARATION BEFORE THE EVENT**

All slicing, chopping, peeling, dicing, shredding, mixing, and pre-washing must be done at an approved commissary. Food prep is not allowed to take place at the event. Food may not be cooked or stored at home. Please complete this section AND the Affidavit of Commissary on Page 8.

☐ I will not be processing any food items prior to the event, skip to #3.

**Cooling of Foods** (that have been previously cooked)

List specific foods to be cooled:

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Cooling Method (see choices below)</th>
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Foods must be rapidly cooled to 41°F or below.
- Shallow pans (less than 4") in refrigerator or cooler
- Ice paddle or wand
- Using an ice-bath to cool the food product
- Other (specify)

**Reheating of Foods**

List specific foods to be reheated:

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<th>Food Item</th>
<th>Reheating Method (see choices below)</th>
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Foods must be re-heated to at least 165°F.
- Microwave oven
- Conventional oven
- Hot plate
- Grill
- Other (specify)

**Food Transportation**

What equipment will you use to control food temperatures during transport from the commissary to the event? (mark all that apply)

☐ Coolers with Ice  ☐ Refrigerator  ☐ Cambros for hot foods
☐ Other (specify)  _______________________________________________________________________

**NOTE:** Containers/coolers made from Styrofoam are not approved for use
3. FOOD HANDLING AT THE EVENT

NOTE: Unwrapped food on display must be properly covered or protected by sneeze guards

Hot Food Items
How will hot foods be cooked to the minimum required temperature at the site? (mark all that apply)

☐ Grill  ☐ Hot plate  ☐ Microwave  ☐ Deep fat fryer  ☐ Oven

☐ Other (specify) ____________________________________________________________

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

☐ Hot holding unit  ☐ Steam table  ☐ Held on grill until served
☐ Held under heat lamps  ☐ Crock Pot  ☐ Served immediately after cooking

☐ Other (specify) ____________________________________________________________

NOTE: Equipment utilizing fuel-gel canisters (i.e. Sterno®) are NOT allowed at Temporary Events

Cold Food Items
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 may not be kept in contact with the ice unless they are packaged and sealed. All ice must be commercially manufactured.

How will you allow for sufficient ice throughout the entire event? __________________________________________

☐ Other (specify) ____________________________________________________________

What type of food thermometer (0-220°F) do you have?

☐ Metal stem probe  ☐ Thermocouple  ☐ Digital

How will food contact surfaces be cleaned and sanitized at the event? __________________________________________

Sanitizer type (i.e. Chlorine or Quaternary Ammonia): ______________________________________________

NOTE: Appropriate test strips will be required on-site

Where will utensil washing take place?

☐ At the commissary  ☐ Commercial 3-compartment sink unit (i.e. part of a mobile unit)

NOTE: On-site washing in tubs/basins is NOT allowed, extra utensils must be provided so soiled items can be changed at a minimum of every four (4) hours.

Where will potable water be obtained?

☐ Commissary  ☐ On-site source  (any hoses used to provide water must be food-grade)
☐ Other ____________________________
Where will wastewater be disposed?
☐ Commissary  ☐ Approved on-site receptacle at event  ☐ Other __________________________

Waste water SHALL NOT be dumped on the ground or into storm sewer drains. Waste water must be dumped in an approved receptacle or sanitary sewer.

4. HANDWASHING AND FOOD HANDLING AT THE EVENT
NOTE: Hand washing facilities must be located immediately adjacent to any/all food handling areas

➢ 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 note the new regulation that requires that "A basin that is capable of capturing hand washing waste water and conveying it into a closed waste water container shall be provided”.

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. (skip to #5)

☐ I will be serving foods that require preparation and/or cooking and will provide for hand-washing.

THE DRAWINGS ON THE LEFT SHOW ACCEPTABLE HAND-WASHING STATION COMPONENTS:

OPEN wastewater container not acceptable

NOTE:
Hand sanitizers are NOT an acceptable substitute for required hand-washing station!
How will you prevent bare hand contact with ready to eat foods?

- Tongs
- Food-grade disposable gloves
- ‘Deli’ tissues
- Other (list) ___________________________________________________________________

5. BOOTH LAYOUT
On this page, provide a drawing of the Temporary Food Establishment /Booth. Identify and describe all equipment. The drawing should include the following (if applicable):

- Cooking equipment
- Hand washing facilities
- Food and single service storage
- Customer service area
- Hot and cold holding equipment
- Work surfaces
- Garbage or trash containers
- Potable water lines

CERIFICATION OF APPLICANT
By signing below, I agree that I will operate my booth in accordance with Chapter 10 of the Colorado Retail Food Establishment Rules and Regulations and will immediately correct any violations found during an inspection. My original Jefferson County License will be posted. I also understand that my License to operate may be suspended or revoked for non-compliance with these requirements and I may be removed from the event.

______________________________________________________________________________
Signature

______________________________________________________________________________
Date
2018 COMMISSARY AGREEMENT

I, ______________________ of _____________________________________
(Commissary Operator) (Commissary)
located at ________________________________________________________________
(Address of Commissary)
do hereby give my permission to ______________________________________________
(Operator of Mobile Unit/Temporary Vendor)
to use my kitchen facilities daily during periods of operation to perform the following:

_____ Ware washing  _____ Service and cleaning of the equipment
_____ Filling water tanks  _____ Dumping waste water
_____ Storage of foods, single service items,
and cleaning agents.
_____ Preparation of foods such as vegetables, fruits,
cutting meats, cooking, cooling, or reheating.

PLEASE INITIAL THE FOLLOWING STATEMENT (Mobile Unit Operator/Temporary Vendor):

(Initials)  As the operator of the mobile unit or temporary vendor, I agree to report to the
commissary once every 24 hours.

PLEASE INITIAL THE FOLLOWING STATEMENT (Commissary Operator):

(Initials)  As the operator of the commissary, I agree maintain a commissary use log detailing
the dates and times the mobile unit or temporary vendor utilized my facility to perform the
tasks listed above.

Commissary Operator, please describe how and where commissary use log will be maintained:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Commissary Operator __________________________________ Date __________
Phone Number __________________________ Email __________________

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**MOBILE UNIT OWNER INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Corporation Name</th>
<th>Contact phone</th>
<th>Email</th>
<th>Social Media</th>
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**MONTHS OF OPERATION (circle all that apply)**

<table>
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<tr>
<th>Year Round</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
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**HOURS OF OPERATION**

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<th>Sunday</th>
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Do you know the location where you are setting up?  Yes  No
If yes, where? ____________________________________________

Mobile Unit Operator or Temporary Vendor __________________________ Date __________

This Commissary Agreement is valid for the current calendar year only

Revised 11/17/17