

☐ **Non-profit**
Include copy of 501c.3



OFFICE USE ONLY

- ☐ Temporary/Special Event (full service) \$255
☐ Temporary/Special Event (pre-packaged) \$115
☐ Non-County Application Fee (new vendor) \$75
☐ Non-County Renewal Fee (return vendor) \$50
☐ Late Fee - \$50

Working to Promote Health and Prevent Disease

195 West 14th Street
 Rifle, CO 81650

2014 Blake Avenue
 Glenwood Springs, CO 81601

P 970.625.5200 Ext. 8130
consumerprotection@garfield-county.com

Garfield County Temporary Vendor Application

Please submit this application to Garfield County Public Health **at least 10 working days prior** to your first event on the calendar year. Applications submitted late (less than 10 days prior to event) may not be approved due to time and will incur a \$50 late fee if approved. **DO NOT submit payment with application.** You will be contacted once your application has been reviewed and will be informed of the fee that is due at that time. Incomplete applications will not be accepted. Submission of application does not guarantee approval.

IF YOU ARE A MOBILE UNIT LICENSED IN ANOTHER COUNTY, DO NOT FILL OUT THIS APPLICATION!!!

MOBILE OPERATORS: Please email the following items to consumerprotection@garfield-county.com:

- A copy of your Colorado Mobile License
- A copy of the menu for the event
- A copy of your CFPM Certificate
- Commissary (if applicable)

Please complete the following information:

Establishment Name		
Establishment Address (Street Address and P.O. Box)		
City	State	Zip Code
Contact Name	Contact #	
E-mail		
Special Event Sales Tax license is for: <input type="checkbox"/> Single Event <input type="checkbox"/> Multiple Events	Colorado Special Event Sales Tax License #	City Sales Tax #

Please list all Garfield County events that you plan on attending:

Event name: _____ Date(s): _____ Location: _____

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If you will be attending more events, please email consumerprotection@garfield-county.com with additional events.

Handwashing Station

A handwashing station is required unless only prepackaged foods are sold. Please select one of the following:

- ☐ I will be serving only pre-packaged foods that don't require preparation or cooking
- ☐ I will have a hand sink with hot and cold water under pressure supplied with soap and paper towels
- ☐ I am a tent & table vendor serving food and/or drinks and will provide the following:

Handwashing Set-Up



1. A container with a hands-free spigot that is capable of holding a minimum of 5 gallons of water
2. Soap
3. Paper towels
4. A container to catch the wastewater until it can be disposed of properly
5. A trash can for disposing of paper towels
6. Extra potable water that will be replenished, as necessary
7. Signage reminding employees to wash hands

Food Handling and Temperature Control

How will bare-hand-contact with ready-to-eat foods be prevented?

- ☐ Food-grade disposable gloves ☐ Tongs, spoons, utensils ☐ Deli tissue ☐ Other: _____

Will foods be held cold? ☐ Yes ☐ No If yes, how? _____

Will foods be held hot? ☐ Yes ☐ No If yes, how? _____

Will foods be reheated on site? ☐ Yes ☐ No If yes, how? _____

****IMPORTANT NOTE****

- A probe thermometer (0°- 220° F) is required to be onsite for taking temperatures of foods

Cleaning & Sanitizing

Where will utensil and warewashing take place? ☐ Commissary ☐ Other _____

Extra utensils and equipment shall be provided so they can be replaced every 4 hours.

Onsite washing of equipment and utensils is prohibited (except for mobile units that have a 3-compartment sink).

What sanitizer will be used? ☐ Chlorine ☐ Quaternary ammonia

****IMPORTANT NOTE****

- Test strips for measuring the concentration of sanitizer is required!
- Sani buckets for cleaning your food contact areas is required!

Overhead Covering: All tent and table vendors MUST have overhead covering.

I will be using the following covering _____

Please submit a drawing of the tent & table set-up (see page 6)

Water and Ice

Will you have ice for human consumption? ☐ Yes ☐ No

If yes, where will ice be obtained from? _____

****IMPORTANT NOTE****

- Ice for human consumption must be stored separate
- Ice scoop handle cannot be stored in ice

Where will you obtain potable water? ☐ Commissary ☐ Event ☐ Other: _____

Where will wastewater be disposed? ☐ Commissary ☐ Event ☐ Other: _____

Wastewater and Grease (Grease and wastewater cannot be dumped on the ground or into storm drains or toilets!)

Where will wastewater be disposed of?

☐ Commissary ☐ Event will provide wastewater collection ☐ Other _____

Where will grease be disposed of?

☐ Commissary ☐ Event will provide grease collection ☐ Other _____

Vomit/Diarrhea Clean Up Procedures:

It is required that there is a cleanup procedure in place and that all employees are trained.

☐ Yes, I have procedures in place ☐ No, I need more information

Certified Food Program Manager (CFPM):

☐ Yes, I have my CFPM certificate, it is attached ☐ No, I need more information
☐ Not Applicable (*Non-profits and prepackaged only*)

Ensure to **include a copy of your menu** & please fill out the Food Process Template for each menu item:

****IMPORTANT NOTE****

- If you have foods that are Time/Temperature Control for Safety (TCS), Ready-To-Eat (RTE), and are going to be kept for more than 24 hours, they **MUST** be date marked.
- Please include the following in the processes:
 - Where will food item be prepared?
 - Cook temperatures
 - Cooling procedures
 - If cooling, you will have to reheat foods to 165° F how and where will that be done?
 - Hot holding temperatures
 - Cold holding temperatures

Item	Ingredients	Process
<i>Example: pork</i>	<i>Pork, spices and canned pineapple</i>	<i>Pork is pre-cooked to 145°F and cooled at commissary to 41°F (from 135°F to 70°F within the first 2 hours and then 70°F to 41°F). It is reheated to 165°F on site in a microwave and hot held at 135°F.</i>

Item	Ingredients	Process

Please add additional pages as necessary for complete menu submission.



Commissary Agreement

Date _____

I, _____ of _____
(Commissary owner/operator) (Commissary Establishment Name)

Located at _____
(Address of commissary, City, State, Zip)

Give my permission to _____ of _____
(Mobile unit owner/operator) (Name of mobile unit)

To use my kitchen facilities to perform the following tasks on their operation days:

- ☐ Preparation of food, such as washing produce, peeling or cutting foods, cooking, cooling, reheating
- ☐ Warewashing
- ☐ Filling water tanks
- ☐ Dumping waste water (Wastewater may contain grease; a grease trap is needed)
- ☐ Yellow Grease Disposal (fryer grease only)
- ☐ Brown Grease Disposal (non-recyclable grease only, such as hood and grill grease)
- ☐ Storage of foods, single-service items, and chemicals
- ☐ Servicing and cleaning of equipment and utensils
- ☐ Other (specify) _____

A Commissary Log will be maintained and made available upon request and **MUST ALWAYS** be available at the mobile unit.

BY SIGNING THIS FORM I ACKNOWLEDGE THAT:

- I AM PERMITTED TO REPRESENT THE COMMISSARY BUSINESS IN THESE MATTERS.
- I ACKNOWLEDGE THAT THE GREASE INTERCEPTOR/TRAP MAY BE INSPECTED REGULARLY BY THE CITIES' UTILITY/WASTEWATER DEPARTMENT AND I MAY BE REQUIRED TO PROVIDE INVOICES TO PROVE THAT MY INTERCEPTOR/TRAP IS BEING PROPERLY CLEANED.
- FORGERY OF COMMISSARY LOGS IS A CLASS 5 FELONY.

Signature _____ Date _____
(Commissary owner/operator)

Commissary Contact Phone Number: _____

Commissary Email Address: _____

This Commissary Agreement is Only Valid for _____

Booth Drawing (Only for tent and table set ups)

