Chaffee County Public Health & Environmental Health
Event Coordinator Form

Coordinators of community events in Chaffee County with **retail food vendors** must complete this form and submit it to Chaffee County Public Health.

The Packet must include:

- ☐ Event Coordinator Form
- ☐ All vendor applications - including proof of Retail Food Licensure or Permit
- ☐ Event Coordinator fee of $75 (no fee required for non-profit or charitable organizations serving those populations who are food insecure).

Event coordinator applications are requested 30 days prior to the event but no later than 14 days prior to the event. **A late fee of $50 will be added to the total event invoice if this packet is submitted within 2 weeks of the event.**

Event Coordinators are responsible for completing the Event Coordinator Packet and compiling the Vendor Application forms and payments. The Event Coordinator will receive an invoice for all RFE fees and services after the event. Vendors **are not** to send separate payments to Chaffee County Public Health.

FEES:
There is a $75 Event Coordinator fee (no fee required for non-profit or charitable organizations serving those populations who are food insecure). Checks can be made out to Chaffee County Public Health.

There will be no additional vendor fee if the Temporary Food Vendor is licensed and local to Chaffee County. If the Vendor is licensed in Colorado - *but not local* - there will be a **$50 fee for each booth**. If the vendor is from out of state *or* is not licensed there will be a fee of **$100 for each booth.**

An inspection fee of $45/hour MAY be requested from the county inspector. Inspector fees are determined on a case by case basis and will be invoiced with the vendor fees after the event.

Notes:
The following foods do not need a Temporary Food Vendor application:

- Pre-packaged food/drinks (no ice)
- Pre-packaged ice cream/frozen yogurt novelties (no scooping and no soft serve)
- Hot cocoa/coffee (no ice)
- Whole fruits and vegetables (uncut)
- Popcorn, which is plain, seasoned with salt, buttered or sugared (e.g. kettle corn)

If you are selling/preparing caramelized nuts, roasted almonds, caramel or flavored popcorn then you are required to fill out the Temporary Food Vendor application - but you do not need a license if it is commercially prepackaged.

Booth Requirements:

- Food cooked or stored at home is prohibited.
- A hand sink with water, soap, and paper towels is required. The water dispenser must be capable of providing hands free continuous flowing water.
- A catch bucket for the hand sink wastewater.
- Equipment must maintain hot food at 135°F or above and cold food at 41°F or below. All potentially hazardous food must be maintained either hot or cold.
- A metal stem probe thermometer calibrated 0 to 220°F.
- Sanitizer (bleach and water) at 50-220ppm and chemical test strips to test the sanitizer.
- Enough utensils to change every four hours.

Event Information

Event name: _____

Event date(s): _____

Location of event: _____

Hours of event: _____

Expected peak day(s) if event is longer than one day:_____

_____

Event coordinator name: _____

Coordinator's phone number: _____

Coordinator's mailing address:_____

Coordinator's email: _____

Food and Beverage Coordinator during the event (if different from above):

_____

Food and Beverage Coordinator phone number for day(s) of event:

_____

Anticipated number of food booths (completer vendor information list on page 5) _____

Services Provided On-Site to Retail Food Vendors (check all that apply)

Water Supply

- ☐ There is access to potable water taps on site
- ☐ Vendors must bring their own water supplies
- ☐ Public drinking water accessibility

Waste Water

- ☐ There will be liquid waste collection tanks/receptacles on site
- ☐ Vendors must arrange for their own wastewater disposal

Electricity - *Check fire restrictions for your event's timeframe via Chaffee County Sheriff's Office*

- ☐ There will be no electricity supplied on site
- ☐ There is access to electricity on site
- ☐ Generators will be provided for vendor use
- ☐ Vendors are allowed to use generators on site

Trash/Refuse

- ☐ Trash receptacles throughout the event for the public
- ☐ Dumpsters on site for vendor and public trash removal

How often is trashed removed?_____

Toilet Facilities - *One portalet per 50 attendees is recommended*

- ☐ Portable toilets How Many? _____
- ☐ Other (include showers and other plumbed devices) _____

How many? _____

How often will these be serviced? _____

Handwashing Facilities - *The state health department recommends 1 handwashing station per 5 portalets.*

- ☐ Hand sinks in permanently plumbed restrooms How many? _____
- ☐ Mobile handwashing stations

How often will these be serviced? _____

Other services

- ☐ Refrigerated truck
- ☐ Commissary kitchen
- ☐ Ice
- ☐ Three-compartment sink set up for each vendor
- ☐ Other:

_____

_____

Temporary Event Site Map

Provide a labeled map of the entire Temporary Event area and include the following:

☐ Toilet facilities (portable and fixed)

☐ Handwashing facilities

☐ Trash containers

☐ Electrical hook-up points and generator locations

☐ Potable water taps for vendors

☐ Public drinking water stations

☐ Location of wastewater collection tanks or sanitary sewer

☐ Location of all food preparation and service areas on the event grounds

☐ Retail food vendors

☐ Roadways, sidewalks, and walkways

☐ Refrigerated truck (if applicable)

☐ Commissary kitchen (if applicable)

☐ Petting Zoo (if applicable)

For DEPARTMENT use only _____

Packet completed _____YES_____NO

Approved ____ YES _____ NO

COMMENTS_____

_____

Event Coordinator Fee: _____

# of Vendors _____ Vendor Fee Totals: _____

EH signature: _____

List of vendors that will be supplying food for the event: (include name, email, and phone number). (Application will be incomplete if this is not submitted.)

Paperwork Included	Retail Food Establishment	Name of Contact Person	Email for Contact Person	Phone Number for Contact Person	License or Permit Type

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