



Special Event Coordinator Application

This application is to be completed by Special Event Coordinators hosting a Special Food Event.

Please e-mail your completed application to eh@douglas.co.us

A Special Food Event is defined by DCHD as, "***A community event that operates for a period of time not to exceed 14 consecutive days and operates in conjunction with a single event or celebration.***"

Temporary food events DO NOT include regularly scheduled events at sporting arenas, concert halls and venues, flea markets, or farmers' markets; or events served by licensed caterers or promotional events such as grand openings.

Please note that "Special Event" and "Temporary Food Event" are different terms for the same thing.

Special Event Information

Event Name:

Event Date(s):

Event Hours of Operation:

Event Location:

Number of Mobile Food Vendors:

Number of Food Booth/Tent Vendors (non-mobile):

Expected Number of Attendees:

Will you have a Petting Zoo (Yes or No): No

Event Coordinator Name:

Event Coordinator Phone:

Event Coordinator E-mail:

Event Coordinator Mailing Address:

Event Narrative (please provide a brief description of the event):

Vendor Information

If they already have one, please provide a copy of the license for each mobile and non-mobile food vendor.

Name of Food Vendor	Mobile Unit or Non-Mobile	Health Department that Issued License (if a mobile unit)	Vendor Phone	Vendor E-mail

Important General Information

1. Non-mobile vendors operating a food booth or a tent must obtain a current “Special Event Vendor License” issued by Douglas County Health Department (DCHD):
 - a. Per Statute, Special Event Vendor Licenses issued by any other health department will **NOT** be accepted in Douglas County.
2. All Mobile Food Vendors must have a valid “Mobile Food License”:
 - a. Mobile food licenses issued by the City and County of Denver are **not** valid outside the City and County of Denver
 - b. A Mobile Food License issued by any Colorado county, other than Denver, will be accepted
 - c. Mobile units shall not expand their operation beyond the scope of their license (mobile units may only operate as mobile units and not additionally as a food tent or food booth)
3. Vendors selling the following foods do **NOT** require a food license of any kind:
 - a. Pre-packaged food or drinks
 - b. Pre-packaged ice cream/frozen yogurt novelties (no scooping and no soft serve)
 - c. Hot cocoa/coffee (no ice)
 - d. Whole fruits and vegetables (uncut)
 - e. Popcorn that is plain, seasoned with salt, buttered, or sugared (ex. Kettle corn)
 - f. Cotton Candy
 - g. Samples, sized 2 fluid ounces or less
4. The following foods do require a Special Events Vendor License:
 - a. Scooping ice for consumption, including beverages
 - b. Caramelized nuts, roasted almonds, caramel/candied popcorn (except when commercially pre-packaged by a manufacturer)
5. All slicing, dicing, chopping, peeling, shredding, mixing, and pre-washing of foods must be done at an approved commissary
6. Food prepared, cooked, or stored at home is strictly prohibited ([Cottage Foods](#) are excepted)

Please read each section and initial to indicate your understanding

Food Service

- If they already have one, please provide a copy of the license for each mobile and non-mobile food vendor.
- All food vendors shall be properly licensed and shall comply with the [Colorado Retail Food Regulations](#).
- Please contact Douglas County Health Department for assistance with obtaining necessary mobile or special event vendor licenses and approval. We are located at 410 South Wilcox Street, Castle Rock, CO 80104. Call 720-643-2400 with any questions.

Coordinator Initials _____

Water

Access to a safe, potable water tap shall be provided on-site. Bottled water is acceptable. Food vendors must bring their own water supplies and adequate backflow prevention shall be provided where indicated. For water supplied from a well(s): Protect wellheads from contamination by maintaining adequate distance from the wellhead, provide proper drainage, manage manure accumulation, keep animal holding areas away from the well, etc.

Coordinator Initials _____

Wastewater

Wastewater from food booths, mobile food vendors, and other sources shall **not** be disposed of on the ground or into storm drains. Wastewater must be properly disposed of through a sanitary sewer system.

Coordinator Initials _____

Restrooms

An appropriate number of toilets must be provided for attendees. Handwashing stations with running water, soap, paper towels, and a waste bin should be provided near the toilets. Arrangements should be made to clean and disinfect high-touch surfaces in restrooms, including portable toilets frequently during the event. Plan to service or replace portable toilets as needed during and after the event. Remember to monitor supplies including toilet paper, soap, and paper towels.

Coordinator Initials _____

Solid Waste

Trash and recycling receptacles should be provided at the event. They should be emptied regularly and be managed in such a way that nuisances are avoided.

Coordinator Initials _____

Noise

Events shall comply with Colorado’s noise abatement statute and shall not create a nuisance for nearby receptors. As necessary, the applicant will implement measures to mitigate noise impacts on neighbors.

Coordinator Initials _____

Petting Zoo

DCHD recommends that handwashing stations be provided in close and convenient proximity to all petting zoo stations. Conspicuously place signs that encourage hand washing in the petting zoo area to remind the public to wash their hands.

Will you have a Petting Zoo (yes or no) _____

Coordinator Initials _____

As Event Coordinator, I have read and understood Douglas County Health Department’s expectations for Special Food Events.

Signature