

Event Coordinator:

To minimize risk of foodborne illness incidents associated with temporary food service establishments, an event coordinator packet has been provided and must be fully completed to help ensure that safe food handling practices will be conducted and maintained throughout the duration of the event.

An event coordinator application fee must be submitted along with the event coordinator application. The application must be submitted at least fourteen (14) days prior to an event involving five (5) or fewer food vendors, and thirty (30) days prior to an event involving more than five (5) food vendors.

Fee Schedule for Event Coordinator:

2-10 Food Vendors	\$100
11-20 food Vendors	\$200
21-30 Food Vendors	\$300
31-40 Food Vendors	\$400
41 or more Food Vendors	\$500

A charge of \$50 per hour for event related reviews and inspections will be assessed after the event.

Event Coordinator responsibilities include:

- Complete and submit Event Coordinator application by the deadline.
- Familiarize yourself with the regulations governing temporary food event establishments.
- Please direct food vendors to <http://thedishpueblo.blogspot.com/p/food-temperature-sign.html> to obtain a Temporary Event Food Vendor Packet.
- Please ensure all food vendors submit a completed packet, provide a copy of their Colorado Retail Food Establishment license or purchase the appropriate license prior to the event.

We appreciate all the event organizers' hard work and dedication in producing successful events in Pueblo County. Together, we can continue to provide safe, healthy, and fun events throughout the year. We are looking forward to your cooperation on these matters. If we may be of assistance to you, please contact us at (719) 583-4307.

*Prevent • Promote • Protect*

101 West 9th Street • Pueblo, CO 81003 • (719) 583-4300 • pueblohealth.org







# Temporary Event COORDINATOR APPLICATION

PUEBLO DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT  
101 W. 9<sup>th</sup> Street, Pueblo, CO 81003 • PH: 719-583-4307 • FAX: 719-583-9902

**Directions:** The application and application fee must be completed and submitted to the Pueblo Department of Public Health and Environment at least fourteen (14) days before an event involving five (5) or fewer food vendors and thirty (30) days prior to an event involving more than five (5) food vendors. A charge of \$50 per hour for all temporary event plan review related activities will be assessed.

CHECK ONE	EVENT COORDINATOR PACKET FEE	NUMBER OF FOOD VENDORS
	\$100	2-10
	\$200	11-20
	\$300	21-30
	\$400	31-40
	\$500	41 or more

## EVENT INFORMATION

Name of the event (one packet per event): \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_

Location of the event: \_\_\_\_\_

Hours of the event (days and times): \_\_\_\_\_

Vendor set-up day and time: \_\_\_\_\_

Event start day and time: \_\_\_\_\_

Expected number of patrons each day: \_\_\_\_\_

Expected peak days if event is longer than one (1) day: \_\_\_\_\_

Number of food vendors (**complete vendor information and attach a complete list**): \_\_\_\_\_

Event Coordinator's name: \_\_\_\_\_

Coordinator's phone number: \_\_\_\_\_ Coordinator's fax number: \_\_\_\_\_

Coordinator's mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Coordinator's email address: \_\_\_\_\_

Contact person during the event (if different from above): \_\_\_\_\_

Contact name and phone number for the day of the event: \_\_\_\_\_

**SERVICES PROVIDED ON-SITE TO FOOD VENDORS** (check all that apply and provide detail if necessary)

**Water Supply/Water Plan**

- PUBLIC WATER – available from a central spigot, location of commissary. (**provide map of location**)
- Water truck will be available on site. (**location map**)
- There are convenient and easily accessible potable water tap(s) on site for all food vendors. (**provide description and location**) \_\_\_\_\_
- Water not supplied. (**attach water plan**)  
If there is no access to potable water tap(s), what is your water plan? \_\_\_\_\_
- There will be liquid waste collection tanks/receptacles on site. Please provide number of collection tanks, **location (map)** and size(s).
- Food vendors must arrange for their own wastewater disposal. (**1-day events only**)
- Other, explain: \_\_\_\_\_

**Electricity**

- There will be no electricity supplied on site. Explain: \_\_\_\_\_
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Food vendors can use generators on site.

**Trash/Refuse**

- There will be trash receptacles throughout the event for the public. How many? \_\_\_\_\_
- There will be dumpsters on site for food vendor and public trash removal. (**location map**) How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_ per day.

**Toilet Facilities**

- Public restrooms will be supplied with hot and cold water under pressure. (**location map**) How many? \_\_\_\_\_
- Portable toilets will be supplied (**location map**). How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_ per day.

**Hand Wash Facilities**

- Public restrooms will be supplied with hot and cold water under pressure. (**location map**) How many? \_\_\_\_\_
- Portable hand wash stations will be supplied. How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_ per day.

**Other Services**

- Refrigerated truck
- Commissary kitchen (**complete attached commissary agreement**)
- Ice
- Diaper changing stations
- Grease disposal
- Ash disposal
- Other, explain: \_\_\_\_\_

## **TEMPORARY EVENT SITE MAP**

Provide a labeled map of the entire temporary event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities (portable and fixed)
- Trash containers and dumpsters
- Electrical hook-up points and generator locations
- Potable water taps for food vendors
- Location of all food preparation and service areas on event grounds
- Food vendors
- Roadways, sidewalks, and walkways
- Grease disposal (if applicable)
- Ash Disposal (if applicable)
- Refrigerated Truck (if applicable)
- Commissary kitchen (if applicable)
- Petting zoo
- Name of person in charge and contact number for day of event

## **EMERGENCY PLAN**

In the event of an emergency (i.e. power outage, weather, etc.), where food safety may be comprised, what is your emergency plan (If you have multiple site set-ups, please include a plan for each site)? Please be specific.

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# COMMISSARY AGREEMENT

\_\_\_\_\_ Date

I, \_\_\_\_\_ of \_\_\_\_\_,

Located at \_\_\_\_\_

do hereby give my permission to \_\_\_\_\_

to use my kitchen facilities to perform the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling, and reheating. | <input type="checkbox"/> Ware Washing.        |
| <input type="checkbox"/> Storage of foods, single service items, and cleaning agents.                                       | <input type="checkbox"/> Filling water tanks. |
| <input type="checkbox"/> Service and cleaning of the equipment.   | <input type="checkbox"/> Dumping waste water. |
| <input type="checkbox"/> Other. _____   |   |

Commissary water supply?                       Municipal                       Well

Commissary sanitary sewer service?       Municipal                       Well

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

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Hand Sink         | <input type="checkbox"/> Prep Sink    | <input type="checkbox"/> Mop Sink      |
| <input type="checkbox"/> Three Bay Sink    | <input type="checkbox"/> Dish Machine | <input type="checkbox"/> Refrigeration |
| <input type="checkbox"/> Cooling Equipment | <input type="checkbox"/> Dry Storage  | <input type="checkbox"/> Other: _____  |
|  |                                       | _____                                  |
|  |                                       | _____                                  |

\_\_\_\_\_  
Owner/Operator

\_\_\_\_\_  
Phone Number

**THIS COMMISSARY AGREEMENT IS VALID FOR THIS CALENDAR YEAR ONLY.**