

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	\$150
11-20 Food Vendors	\$230
21-30 Food Vendors	\$400
31-40 Food Vendors	\$500
41 or more Food Vendors	\$600

A charge of \$85 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 [Retail Food Licensing | Pueblo County](#) 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.



Temporary Event Coordinator Application

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
<input type="checkbox"/>	\$0	1
<input type="checkbox"/>	\$150	2-10
<input type="checkbox"/>	\$230	11-20
<input type="checkbox"/>	\$400	21-30
<input type="checkbox"/>	\$500	31-40
<input type="checkbox"/>	\$600	41 or more

Event Information

Event Name	
Date(s) of Event	
Location of 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 day)	
Number of Food Vendors	
Vendor List (attach any additional vendor information if needed)	

Coordinator Information

Event Coordinator Name						
Coordinator's Phone #						
Coordinator's Mailing Address		City		State		Zip
Coordinator's E-mail						
Contact name and phone number during event (if different from above)						

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 (**indicate location on map**)
- 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.
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 on site. Explain: _____
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Food vendors can use their own 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? _____

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.

Commissary Agreement

Mobile Business/Trade Name _____

I, _____, as representative of the above named company offer this agreement as proof that my food operations are being conducted and/or prepared in a licensed facility that is currently under inspection by a health department (see below). This is in accordance with the laws governing mobile retail food establishments or pushcarts in the Colorado Retail Food Establishment Rules and Regulations (Section 9-107). I also acknowledge that if I cease to use this facility, a new agreement must be submitted for approval before I can resume selling my food product.

I, _____, as owner/representative
(Commissary Owner)
of this facility do hereby confirm that _____
(Food Vendor)
has permission to use this named facility as a commissary _____,
(Name of Commissary)
located at _____
(Address of Commissary)

The phone number of the commissary is _____. This is a licensed facility which is being inspected by: **The Pueblo Department of Public Health and Environment**

I do hereby confirm that the above information is true by signing below on the appropriate line.

Commissary Owner/Representative _____ Date: _____

Proposed Mobile Food Vendor _____ Date: _____

Check all that apply:			
<input type="checkbox"/> full use of kitchen	<input type="checkbox"/> dishwashing	<input type="checkbox"/> storage	<input type="checkbox"/> other _____
<input type="checkbox"/> limited food prep	<input type="checkbox"/> filling water tanks	<input type="checkbox"/> dumping waste water	

FOR HEALTH DEPARTMENT USE ONLY	
Inspector Name: _____	Date: _____
Inspector Name: _____	Date: _____