



1525 Blue Spruce Drive Fort Collins, Colorado 80524-2004
Public Health (970) 498-6700
Environmental Health (970) 498-6775
Fax (970) 498-6772

Vendor Application for Temporary Food Events

Food vendors interested in operating at temporary special events in Larimer County must obtain approval and licensure from Larimer County Department of Health and Environment (LCDHE) prior to operating. Vendors must complete an application form for each point of sale or food booth operated at an event and submit applications to LCDHE with the required license fee(s) fourteen (14) days prior to the event. Late submittal may result in not being allowed to operate. Vendors operating without LCDHE approval and licensure are subject to legal regulatory action including fees and civil penalties of up to \$1000.

Operating Name/DBA	Ownership Name:
Event Name:	Vendor Type: Please Circle one Mobile Establishment Or Temporary Event Booth
Applicant Full Name:	Address, City, State, and Zip Code:
Email:	Phone Number:
Colorado Sales Tax Account Number:	Event Date:

Choose one licensing option: ***Note: Fee amount will DOUBLE if application is submitted within 48 hours of the event.**

- ☐ Operate for 1-3 consecutive days--\$105 Specify days of operation: ___/___ through ___/___/ 20___
- ☐ Operate for 1-14 consecutive days--\$265 Specify days of operation: ___/___ through ___/___/ 20___
- ☐ Operate for a calendar year--\$315
- ☐ Non-profit organization (provide documentation).
- ☐ Licensed mobile food trucks/trailers or carts (attach copy of current retail food license).

Send completed application and licensing fee to: Larimer County Department of Health and Environment

1525 Blue Spruce Dr.
Fort Collins, CO 80524
(970) 498-6776

or

1601 Brodie Avenue
Estes Park, CO 80517
(970) 577-2050

I have read the Temporary Events Guidelines for Food Vendors

(<https://www.larimer.gov/health/environmental-health/food-safety-program#acc3>) and understand that failing to follow the guidelines may result in closure of my operation at the event or other enforcement actions.

Name: _____ Date: _____

MENU

Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.). Be sure to include items such as toppings and condiments. Please attach additional sheets as necessary.

Food and Drink Items	Location where obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION and FOOD HANDLING

Preparation at Approved Facility or Commissary Before Event

Check which preparation procedure each menu item requires.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

What is the name and location of your commissary? (Complete Commissary Agreement found at <https://www.larimer.gov/sites/default/files/2025-commissary-agreement.pdf> and attach it to your application)

Name: _____ Address: _____ City: _____

Commissary contact: _____ Phone: _____

Cooling: Will food be cooked and then cooled at the commissary? YES / NO

If YES, how will foods be rapidly cooled to 41°F or below? (mark all that apply)

- ☐ Shallow uncovered pans (less than 3") in refrigerator or cooler
- ☐ Using an ice-bath to cool the food product
- ☐ Ice paddle or wand
- ☐ Other (specify) _____

Reheating: Will cooked or ready to eat foods be heated at the commissary for transport to the event? YES / NO

If YES, how will foods be reheated to at least 165°F prior to transporting them? (mark all that apply)

- ☐ Microwave
- ☐ Grill
- ☐ Oven
- ☐ Hot plate
- ☐ Other (specify) _____

TRANSPORT

What equipment will you use to transport your food to the event and maintain the food below 41°F or above 135°F?

- ☐ Coolers with Ice Cambros for cold foods Cambros for hot foods Distance(event less than 15 minutes away)
- ☐ Other (specify) _____
- ☐ _____
- ☐ _____
- ☐ _____

FOOD HANDLING AT BOOTH

List all menu items, including beverages, to be served from the temporary food booth. Check which food handling procedure each menu item requires at the booth. Please attach additional sheets as necessary.

Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Hot Food Items

1. How will these foods be cooked at the site? (mark all that apply)

- ☐ Grill Deep fat ☐ Hot plate ☐ Microwave Other (specify)
- ☐ fryer ☐ Oven ☐ _____

2. How will hot foods be held at greater than 135°F at the event? (mark all that apply)
(Sterno burners are prohibited)

- ☐ Hot holding cabinet ☐ Steam table
- ☐ Served immediately after cooking ☐ Held on grill in double boiler until served
- ☐ Other (specify) _____

3. What utensils will you use to dispense or serve the hot items? _____

Cold Food Items

1. How will cold foods be held at 41°F or below at the event? (mark all that apply)

- ☐ Refrigerator/freezer
- ☐ Ice chest - must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.
- ☐ Other (specify) _____

2. What utensils will you use to dispense or serve the cold items? _____

What kind of food thermometers (0-220°F) do you have?

- ☐ Metal stem probe ☐ Thermocouple ☐ Digital

HANDWASHING and WORKER HYGIENE

A handwashing station located **WITHIN** each vending booth is required unless only prepackaged foods requiring no assembly, preparation, or cooking are to be served. Please check the space below that applies to your booth.

- ☐ I will be serving only prepackaged foods that require no assembly, preparation, or cooking. I will be
- ☐ serving foods that require assembly, preparation, or cooking and will provide the following for hand-washing:
 - 1) a minimum of 5 gallons of warm potable water that must be refilled as needed in a container with a 'hands-free' spigot
 - 2) soap
 - 3) paper towels properly disposed
 - 4) 5 gallon bucket (minimum) with cover to catch and contain hand washing wastewater until it is

NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.

How will you prevent bare hand contact with ready to eat foods?

- ☐ Tongs
- ☐ Food-grade disposable gloves
- ☐ Deli tissues
- ☐ Service of prepackaged items only
- ☐ Other (list) _____

GENERAL SANITATION

Where will utensil washing take place?

- ☐ Commissary
- ☐ Commercial 3-compartment sink

Where will potable water be obtained?

- ☐ Commissary
- ☐ On-site (check with coordinator)
- ☐ Other _____

NOTE: Any hoses used to provide potable water must be food-grade.

Where will wastewater be disposed?

- ☐ Commissary
- ☐ Approved on-site receptacle at event
- ☐ Other _____

NOTE: Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.

What is your plan for flying insects and dust control, if applicable?

BOOTH LAYOUT AND MAP

Provide a drawing of your vending booth. Identify and describe all equipment and include the following:

- | | |
|---|---|
| <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> Hot and cold food holding equipment |
| <input type="checkbox"/> Hand-washing station | <input type="checkbox"/> Work tables, cutting boards and preparation surfaces |
| <input type="checkbox"/> Food and single service item storage | <input type="checkbox"/> Trash containers |
| <input type="checkbox"/> Customer service area | |