



76 Service Center Rd  
Aspen, CO 81611

**Environmental Health**

Telephone: (970) 920-5070  
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**VENDOR APPLICATION**

**SUBMIT THIS APPLICATION TO YOUR EVENT COORDINATOR**

For questions concerning this form contact Pitkin County Environmental Health at (970) 920-5070.

Licensed vendors please submit your application to the Event Coordinator with a copy of your current Colorado Retail Food Establishment License.

EVENT NAME: \_\_\_\_\_ DATE(S): \_\_\_\_\_

**Please complete the following information:**

|  |  |                    |          |
|--|--|--------------------|----------|
| TEMPORARY RETAIL FOOD ESTABLISHMENT NAME |  | LEGAL OWNER'S NAME |          |
| ESTABLISHMENT ADDRESS                    |  |                    |          |
| CITY                                     |  | STATE              | ZIP CODE |
| TELEPHONE NUMBER                         |  | FAX NUMBER         |          |
| CONTACT NAME                             |  | CONTACT NUMBER     |          |
| EMAIL ADDRESS                            |  |                    |          |

**All vendors shall have an original Colorado Retail Food Establishment license on premise at all times.  
A copy of that license must also be provided with this application.**

Colorado Sales Tax # \_\_\_\_\_ FEIN or SS # \_\_\_\_\_

**Hours of operation of the temporary food booth for this event:**

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_  
Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

How many people do you anticipate serving each day of the event? \_\_\_\_\_

**Commissary Information**

What is the name and location of your commissary? (Complete Commissary Agreement on last page.)

Name of licensed establishment: \_\_\_\_\_

Location: \_\_\_\_\_

Contact person and phone number: \_\_\_\_\_

**Menu** (Please attach additional sheet if necessary)

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.

| Food and Drink Items | Location where obtained |
|----------------------|-------------------------|
|                      |                         |
|                      |                         |
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|                      |                         |
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|                      |                         |

**FOOD PREPARATION**

**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 |
|------|------|----------------|-------------|------|--------|--------------|-------------|
|      |      |                |             |      |        |              |             |
|      |      |                |             |      |        |              |             |
|      |      |                |             |      |        |              |             |
|      |      |                |             |      |        |              |             |
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|      |      |                |             |      |        |              |             |
|      |      |                |             |      |        |              |             |
|      |      |                |             |      |        |              |             |

**Cooling:**

How will foods be rapidly cooled to 41°F or below? (mark all that apply)

- Shallow pan (less than 4") in refrigerator or cooler
- Using an ice-bath to cool the food product
- Other (specify) \_\_\_\_\_

**Reheating:**

How will foods be reheated to at least 165°F (mark all that apply)

- Microwave       Grill       Oven/Stove       Hot Plate
- Other (specify) \_\_\_\_\_

**Transport:**

Please provide the distance that you will be transporting food to the event? \_\_\_\_\_

What equipment will you use to control temperatures during transport?

- Coolers with ice
- Cambros for cold foods
- Cambros for hot foods
- Commercial refrigeration
- Other (specify) \_\_\_\_\_

**Hand-washing and Food Handling**

A hand-washing station **accessible by** each booth or unit is required unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your booth / unit.

- I will be serving only prepackaged foods that require no preparation and / or cooking.
- I have a hand wash sink with hot and cold water under pressure supplied with soap and paper towels.
- I am a temporary event set up and will be serving foods that require preparation and / or cooking and will provide one of the following for hand washing.

- 1) A minimum of 2 gallons of warm potable water that must be refilled as needed in a container with a "hands-free" spigot;
- 2) Soap and paper towels; or
- 3) A 5 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed.

OR

- 1) A commercial, portable handwashing station equipped with warm water, soap and paper towels.

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

**Where will wastewater be disposed?**

- Commissary
- An approved on-site receptacle at event
- Other \_\_\_\_\_

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

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

- Tongs
- Food-grade disposable gloves
- Deli Tissues
- Other \_\_\_\_\_

**Food Handling at the Booth** (Please attach additional sheets if necessary)

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

| Food | Cold Holding | Reheat | Cook / Grill | Hot Holding | Assemble | Other |
|------|--------------|--------|--------------|-------------|----------|-------|
|      |              |        |              |             |          |       |
|      |              |        |              |             |          |       |
|      |              |        |              |             |          |       |
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**Hot Food Items**

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

- Grill
- Hot plate
- Deep fat fryer
- Oven / Stove
- Microwave
- Other (specify) \_\_\_\_\_

2. How will hot foods be held at 135°F or above at the event? (mark all that apply)

**Note: Sterno burners are prohibited.**

- Hot holding unit
- Steam table
- Held under heat lamps
- Served immediately after cooking
- Crock-pot
- Held on grill until served
- Other \_\_\_\_\_

**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 food 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? \_\_\_\_\_

3. How many and what kind of food thermometers (0-220°F) do you have? \_\_\_\_\_

- Metal stem probe
- Thermocouple
- Digital

**Sanitization and Cleaning**

Where will utensil washing take place?

- Commissary
- Commercial 3-compartment sink unit

What sanitizer will be used for wiping clothes?

- Chlorine
- Quaternary Ammonia
- Other (specify) \_\_\_\_\_

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

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**BOOTH LAYOUT AND MAP**

Provide a drawing of the Temporary Food Establishment or Mobile Unit. Identify and describe all equipment. The map shall include the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Cooking equipment               | <input type="checkbox"/> Hot and cold holding equipment     |
| <input type="checkbox"/> Hand-washing facilities         | <input type="checkbox"/> Work surfaces                      |
| <input type="checkbox"/> Food and single service storage | <input type="checkbox"/> Garbage containers                 |
| <input type="checkbox"/> Customer service area           | <input type="checkbox"/> Personal item storage / break area |



**COMMISSARY LETTER**

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Owner/Operator) (Establishment Name)

located at \_\_\_\_\_  
(Address of Establishment)

do hereby give permission to \_\_\_\_\_  
(Name of Mobile Unit/Pushcart/Temporary Booth)

to use my kitchen facility to perform the following:

- Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling, reheating;
- Storage of foods, single service items, cleaning agents;
- Service and cleaning of equipment;

- Ware washing;
- Filling water tanks;
- Dumping waste water; and/or
- Other (list below)

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of my current Retail Food Establishment License is attached.

\_\_\_\_\_  
(Signature of owner/operator)

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

**This commissary letter is valid for this calendar year only.**