



# Brown-Nicollet Environmental Health

(Including Cottonwood and Watonwan Counties)

622 South Front St. ~ Saint Peter, Minnesota 56082

☎ 507-934-7089

📠 507-934-7170

## 2020 SPECIAL EVENT FOOD SERVICE LICENSE APPLICATION

### Applicant Information

Organization: \_\_\_\_\_  
 Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ (License will be mailed to this address)  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Is your group a 501(c) non-profit organization?  Yes  No

### Event (s) Information - Please list all events planned for the license year

<b>Name of Event:</b> _____ Location of Event: _____ Date(s) of Event: _____ Time(s) of Food Service: Begin: a.m./p.m. _____ End: a.m./p.m. _____	<b>Name of Event:</b> _____ Location of Event: _____ Date(s) of Event: _____ Time(s) of Food Service: Begin: a.m./p.m. _____ End: a.m./p.m. _____
<b>Name of Event:</b> _____ Location of Event: _____ Date(s) of Event: _____ Time(s) of Food Service: Begin: a.m./p.m. _____ End: a.m./p.m. _____	<b>Name of Event:</b> _____ Location of Event: _____ Date(s) of Event: _____ Time(s) of Food Service: Begin: a.m./p.m. _____ End: a.m./p.m. _____

### License Category & Fee Schedule

**Make checks payable to: Brown-Nicollet Environmental Health**

**(Applications should be received 2 weeks prior to event - License will not be provided until payment is received)**

**\$20.00 Minimal Handling Special Event Food Service**

Means a food service operation that prepares and sells only hot dogs, nachos, tap or poured beer or wine, and operates for no more than ten total days within the applicable license period. (License period runs from Jan.1 to Dec. 31 of applicable year.)

**\*\*\*A Special Event food stand that sells only prepackaged foods such as candy bars, canned or bottled pop, ice cream treats and/or packaged nuts, must contact the Minnesota Department of Agriculture at 651.201.6027 to inquire about license requirements.\*\*\***

**\$50.00 Special Event Food Service**

Special Event Food Service means a food and beverage service establishment which is used in conjunction with celebrations and special events, and which operates for no more than ten total days within the applicable license period.

(License period runs from Jan.1 to Dec. 31 of applicable year.)

**\$20.00 One Day Special Event Food Service**

Means a food and beverage service stand which is used in conjunction with a **one day** celebration, benefit or special event within the applicable license period.

(License period runs from Jan.1 to Dec. 31 of applicable year.)

For Office Use

Only:

Received:

Check # \_\_\_\_\_

License # \_\_\_\_\_

County: \_\_\_\_\_

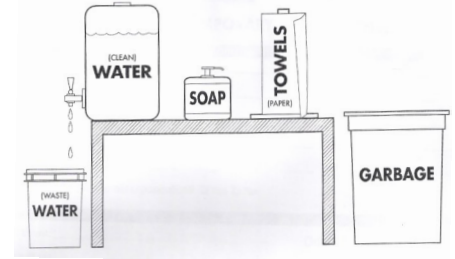
A group may only have 1 One Day license for the entire year.

## Handwashing Requirements

**Handwashing facilities are required at each event.**

**Choose one of the following methods:**

### Gravity Hand-Washing Station



\_\_\_\_\_ Gravity device supplied with running water and a faucet, soap and paper towels.

\_\_\_\_\_ Sink available **IN STAND** with running water, soap, and paper towels.

**How will you minimize direct hand contact with ready-to-eat foods?**

- Gloves    Tongs    Other (please list) \_\_\_\_\_

## Water Supply & Waste Water

Water supply must be obtained from an approved public water supply system. Water can NOT be supplied through a garden hose. Water must be supplied with a food-grade hose that is approved for drinking purposes. The hose must be flushed and sanitized before use. The water inlet must be protected from contamination and designed so a non-potable service connection cannot be made. Waste water shall be discharged into a sanitary sewer system or approved septic system.

**What is the source of water supply for the event?**

- Municipal (city water)    Private well (describe type, location, etc.) \_\_\_\_\_

**What is the method of disposal for waste water at the event?**

- Municipal drain    Holding Tank    Other (please list) \_\_\_\_\_

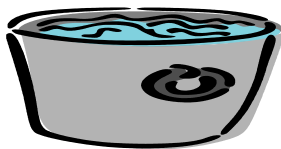
(Disposal by throwing or dumping the waste water on the ground or storm sewer is NOT permitted)

## Utensil/Equipment Washing

Three basins for equipment/utensil washing must be used at each event. The correct procedure for manual utensil washing is as follows and must be used at each event:

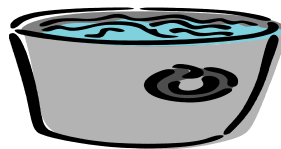
### WASH

In warm soapy water



### RINSE

in clear water



### SANITIZE

at least 10 seconds for chlorine  
30 seconds for other sanitizer solutions



### AIR DRY

towel drying is prohibited



**Chose one of the following methods:**

\_\_\_\_\_ Temporary Three (3) Basin System—using temporary basins

\_\_\_\_\_ Permanent Three (3) Compartment Sink located IN-STAND

A test kit must be available to verify sanitizer concentration.

**What type of sanitizer will be used for utensil/equipment sanitizing?**

- Quat    Bleach    Iodine    Other (please list) \_\_\_\_\_    No serving utensils are being used.

**What type of sanitizer will be used for food contact surfaces?**

- Quat    Bleach    Iodine    Other (please list) \_\_\_\_\_



**VENTILATION/FIRE PROTECTION GUIDELINES**  
**A TEMPORARY COOKING OPERATION, SUCH AS A MOBILE TRAILER OR A BOOTH AT A FAIR**

- Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of amusement rides or devices.
- A 40 B:C rated dry chemical fire extinguisher shall be provided where deep-fat fryers are used.
- When conducted inside a tent, canopy, or temporary membrane structure, cooking and heating equipment shall be vented to the outside. Where vents or flues are used, all portions of the temporary membrane structure, tent or canopy shall be no less than 12 inches from the flue of vent. Solid-fuel burning equipment shall be equipped with spark arrestors. Cooking and heating shall not be located within 10 feet of exits or combustible materials. Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a temporary membrane structure, tent or canopy. LP gas containers must be located outside tents. Flammable liquid fueled equipment is not permitted in temporary membrane structures, tents, or canopies.

**Other Materials Available**

Check box if needed: (These materials will be sent with license if requested)

- Temperature Chart                       Sanitizer Log                       Handwashing Poster
- Temporary Food Safety Booklet    3 Sink Dishwashing Poster    Handwashing Video (\$55)

or **Website for Posters:** [www.co.nicollet.mn.us](http://www.co.nicollet.mn.us) (select Brown-Nicollet Environmental Health from drop-down list)

**SPECIAL NOTE:**

Any food stand operating within Brown, Nicollet, Cottonwood and Watonwan Counties with a license issued by the Minnesota Department of Health does not need to obtain a license from our agency but will be charged a \$15.00 inspection fee if that food stand is inspected at an event in Brown, Nicollet, Cottonwood or Watonwan County.

**This fee only applies to those food stands already licensed by the State Health Department.**

Based on the information provided herein, I understand that a temporary food license is required for this event. I further understand that my application will be considered only for the food and beverages specified.

**Brown-Nicollet Environmental Health must be notified of any deviations or changes to the menu**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Mail or Deliver application and payment at least 2 weeks prior to the event to:**

Brown-Nicollet Environmental Health  
622 S. Front Street  
St. Peter, MN 56082

**Please Do Not Write Below This Line**

**FOR OFFICE USE ONLY**

This application is approved only for the operation as specified above. Additional approval is required for any deviations.

\_\_\_\_\_  
*Environmental Health Specialist*

\_\_\_\_\_  
*Date*

Additional Comments: