



HEALTH AND HUMAN
SERVICES

Courthouse Annex
212 Second Ave South
Long Prairie, MN 56347
Phone: 320-732-4500
Fax: 320-732-4540

Branch Office
200 1st Street NE #1
Staples, MN 56479
Phone: 218-894-6300
Fax: 218-894-2878

TO: 2021 Special Event Food Stand Operator(s):

Minnesota law requires any organization wishing to serve food or beverages to the public to apply for a license, and to comply with health and safety requirements. A Special Event Food Stand license allows an organization to operate at a “special event” (i.e. county fair, benefit dinner, fundraiser, etc.) **not to exceed 10 total days**. For businesses or organizations wishing to hold a one day event, a Single Day Event license can be applied for. (Same application, different fee schedule)

Complete the enclosed application, and **return to Todd County Health and Human Services no later than fourteen (14) days prior to the event**. A separate application must be submitted for each event your organization wishes to host.

Please refer to the last page of the application for the two different licensing options. A **\$42 Special Event Food Stand Fee** is due for more than **one event per calendar year not to exceed ten total days**. A **\$20 Special Event Food Stand Fee** is due for an event that will only be one day in duration. All applications must be received by this office no later than fourteen (14 days) prior to the event or the late fees will apply.

A license will be issued for approved applications. License requirements are outlined in the Special Event Food Stand fact sheet from the Minnesota Department of Health. The license must be posted in a conspicuous location during the event.

Please be aware of the following food safety requirements:

- 1) Always wash hands before and after handling food. **Sanitizing gels are not a substitute for proper hand-washing.**
- 2) Foods must be cooked to the following temperatures:
 - a. 165°F for poultry and stuffing containing meat
 - b. 155°F for pork, injected meats, and ground meats
 - c. 145°F for all other food productsUse a metal-stemmed thermometer to check temperatures.
- 3) Single-service gloves must be used when serving ready-to-eat foods (foods that will not receive further washing or cooking i.e. cut and washed fruits/vegetables, pizza, sandwiches, hot dog buns). **Single-service gloves are not a substitute for proper hand-washing.**
- 4) Hair restraints must be used (i.e. hair nets, baseball caps, bandanas, etc.).
- 5) A thermometer must be provided in coolers and refrigerator units to ensure foods are kept at 41°F or below.
- 6) Drained ice may be used as a cooling medium for canned or bottled beverages only.
- 7) All foods must be prepared on site, or in an approved kitchen. Absolutely no home-prepared foods are allowed.
- 8) Slow cookers and crock pots are not permitted.

We make periodic inspections of food stands to ensure compliance with the Minnesota Food Code. If you have any questions or concerns, please call (320) 632-0343.

Sincerely,

Michelle Warnberg
Registered Sanitarian