



HEALTH AND HUMAN SERVICES

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2021 LICENSE APPLICATION FOR A SPECIAL EVENT FOOD LICENSE

A SPECIAL EVENT FOOD STAND IS A FOOD AND BEVERAGE SERVICE STAND WHICH IS USED IN CONJUNCTION WITH CELEBRATIONS AND SPECIAL EVENTS, AND WHICH OPERATES NO MORE THAN TEN (10) TOTAL DAYS ANNUALLY. (MN STATUTE 157.15, SUBDIVISION 14).

A ONE DAY SPECIAL EVENT FOOD STAND IS A FOOD AND BEVERAGE SERVICE STAND WHICH IS USED IN CONJUNCTION WITH CUSTOMER APPRECIATION OR ONE DAY SPECIAL EVENTS, AND WHICH OPERATES FOR A SINGLE DAY (1 DAY EVENT).

APPLICANT INFORMATION:

Name: _____ Title: _____
(Individual, business, or group operating stand)

Mailing Address: _____
(Street, PO Box, City, State, Zip)

Telephone: H: _____ W: _____

E-mail address: _____

EVENT INFORMATION: FILL OUT THE SUPPLEMENTAL EVENT PAGE AT THE END OF THIS DOCUMENT IF THE MENU YOU ARE SERVING IS NOT EXACTLY THE SAME AT EACH EVENT

Name of event: _____

Event location: _____
(Street address, City)

Location where food is prepared: _____
(On site, or name and address of permanent facility with an approved kitchen)

Person in charge of food preparation: _____

Date(s) of event: _____

Time(s) of food service: Begin: a.m./p.m. _____ End: a.m./p.m. _____
(Duration of time food will be served to the public)

Complete the following information. Select one option from each category:

1. **FACILITIES:**

A. HANDWASHING FACILITIES:

Handwashing facilities are required within the food service site. Select one of the following methods:

- Permanent handwashing sink
- Temporary handwashing station*
- Portable handwashing station (per enclosed guidelines)*

B. DISHWASHING FACILITIES:

Dishwashing facilities are required within the food service site. Select one of the following methods:

- Permanent three-compartment sink
- Temporary dishwashing station (per enclosed guidelines)*

***If permanent handwashing and dishwashing facilities are not provided within the food service site, the menu shall be restricted to the following items:**

- i. beverages served in their original container, or bulk beverages served from a dispenser;
- ii. pre-packaged non-potentially hazardous foods;
- iii. pre-packaged potentially hazardous foods** cooked or prepared to order, or pre-cut/pre-washed foods that have been obtained from a licensed food establishment.

****Potentially hazardous foods (PHFs) include:**

- i. raw or heat-treated foods from an animal origin (i.e. eggs, milk, meat, poultry);
- ii. heat-treated foods from a plant origin (i.e. cooked rice, cooked potatoes, cooked noodles);
- iii. raw seed sprouts;
- iv. cut melons (watermelon, cantaloupe, honeydew);
- v. garlic and oil mixtures.

3. **WATER SOURCE:**

- Municipal (city water)
- Private well

4. **LIQUID/SOLID WASTE DISPOSAL:**

- Municipal
- Private septic system
- Self-contained, mobile unit

5. **MENU:** EVENT _____ **LOCATION** _____

THE REGULATORY AUTHORITY MAY RESTRICT THE TYPE OF FOOD SERVED OR THE METHOD OF FOOD PREPARATION BASED ON EQUIPMENT LIMITATIONS, THE UNAVAILABILITY OF A PERMANENT ESTABLISHMENT FOR UTENSIL AND WAREWASHING, ADVERSE CLIMATIC CONDITIONS, OR ANY OTHER CONDITION THAT POSES A HAZARD TO PUBLIC HEALTH. (MN RULES 4626.1855, SUBPART R).

List all menu items that will be served, the approved source where menu items will be purchased from (grocery store, deli, commercial distributor, etc.), the food storage method used to keep cold foods at or below 41°F (mechanical refrigeration* or freezer, dry ice, cooler, etc.), all food preparation equipment (gas grill, oven range, etc.), and all food holding equipment used to keep hot foods at or above 135°F.

<u>Menu item</u>	<u>Source</u>	<u>Storage*</u>	<u>Preparation equipment</u>	<u>Holding equipment</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

***Mechanical refrigeration is required for storing potentially hazardous foods held for four (4) hours or longer.**

THIS APPLICATION IS APPROVED ONLY FOR OPERATION AS SPECIFIED ABOVE. ADDITIONAL APPROVAL IS REQUIRED FOR ANY CHANGES.

LICENSE CATEGORY AND FEE SCHEDULE:

APPLICATIONS MUST BE RECEIVED BY THIS OFFICE NO LATER THAN FOURTEEN (14) DAYS PRIOR TO THE EVENT. A LATE FEE WILL BE ADDED TO ALL APPLICATIONS NOT RECEIVED FOURTEEN (14) DAYS PRIOR TO THE EVENT, AS WELL AS TO LICENSES ISSUED ON SITE. TO RECEIVE THE FOOD SAFETY TRAINING COURSE DISCOUNT, A COPY OF THE FOOD SAFETY COURSE CERTIFICATE MUST ACCOMPANY THE LICENSE APPLICATION.

Select each applicable fee:

\$42.00 Special Event Food Stand Fee – 10 total days
+ _____ \$10.00 – Late Fee (if application is not received 14 days prior to the event)
- _____ \$10.00 – Food Safety Class Discount (copy of Food Safety Training Certificate)
_____ Total

\$20.00 Single Day Event: \$20.00 (one day event)
+ _____ \$6.00 – Late Fee (if application is not received 14 days prior to the event)
- _____ \$6.00 – Food Safety Class Discount (copy of Food Safety Training Certificate)
_____ Total

NOTICE: THE ISSUANCE OF A DISHONORED CHECK TO THIS DEPARTMENT WILL REQUIRE A SERVICE CHARGE OF THIRTY DOLLARS (\$30.00) PER CHECK. (MN STATUTE 604.113).

I have received and read the Minnesota Department of Health Fact Sheet – Special Event Food Stand. I do hereby certify that I will comply with all of the requirements, and that the information provided on this application is accurate and complete.

Applicant's signature: _____ Date: _____

Applicant's printed name: _____

FOR INTERNAL OFFICE USE ONLY:

\$ _____ TOTAL AMOUNT PAID _____ CHECK # / CASH _____ DATE

Received by: _____

Reviewed by: _____

Approved? _____ Yes _____ No

Additional comments: _____

Supplement page for additional days or events. Not to exceed 10 total days in a calendar year.

Event # _____

Event Information

Name of event: _____ **Date:** _____

Event location: _____
(Street address, City)

Location where food is prepared: _____

Person in charge of food preparation: _____

Time of food service: Begin: a.m./p.m. _____ End: a.m./p.m. _____

List all menu items that will be served, the approved source where menu items will be purchased from (grocery store, deli, commercial distributor, etc.), the food storage method used to keep cold foods at or below 41° F (mechanical refrigeration* or freezer, dry ice, cooler, etc.), all food preparation equipment (gas grill, oven range, etc.), and all food holding equipment used to keep hot foods at or above 140 ° F

<u>Menu Item</u>	<u>Source</u>	<u>Storage*</u>	<u>Preparation equipment</u>	<u>Holding equipment</u>
1.				
2.				
3.				
4.				
5.				
6.				

*Mechanical refrigeration is required for storing potentially hazardous foods held for four (4) hours or longer.

Reviewed by: _____ Approved? ___ Yes ___ No

Additional comments:

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