



**CHAFFEE COUNTY**  
 Department Of  
**ENVIRONMENTAL HEALTH**  
 P.O. Box 699  
 Salida, Colorado 81201  
 719-207-1498



**EVENT (WITH RETAIL FOOD VENDORS) COORDINATOR FORM**

COORDINATORS OF COMMUNITY EVENTS IN CHAFFEE COUNTY WITH RETAIL FOOD VENDORS MUST COMPLETE THIS FORM AND SUBMIT TO CHAFFEE COUNTY ENVIRONMENTAL HEALTH AT LEAST **ONE MONTH** BEFORE THE COMMUNITY EVENT (**\$50 FEE** PAYABLE TO THE CHAFFEE COUNTY PUBLIC HEALTH). NOTE: NO FEE REQUIRED FOR NON-PROFIT OR CHARITABLE ORGANIZATIONS (PROVIDE 501C-3 DOCUMENTATION).

**EVENT INFORMATION**

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

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

Hours (Days and Times): \_\_\_\_\_

Expected peak day(s) if event is longer than 1 day: \_\_\_\_\_

Anticipated number of retail food vendors: \_\_\_\_\_

***(Complete Retail Food Vendor Information List)***

Event Coordinator Name: \_\_\_\_\_

Coordinator's Phone #: \_\_\_\_\_

Coordinator's Mailing Address: \_\_\_\_\_

Coordinator's Email Address: \_\_\_\_\_

Contact Person during event (if different from above): \_\_\_\_\_

Contact phone # for day of the event: \_\_\_\_\_

**A. SERVICES PROVIDED ON-SITE TO RETAIL FOOD VENDORS** (Check all that apply & provide detail if necessary):

**Water Supply:**

- There is access to a potable water taps on site.
- Vendors must bring their own water supplies.

**Wastewater:**

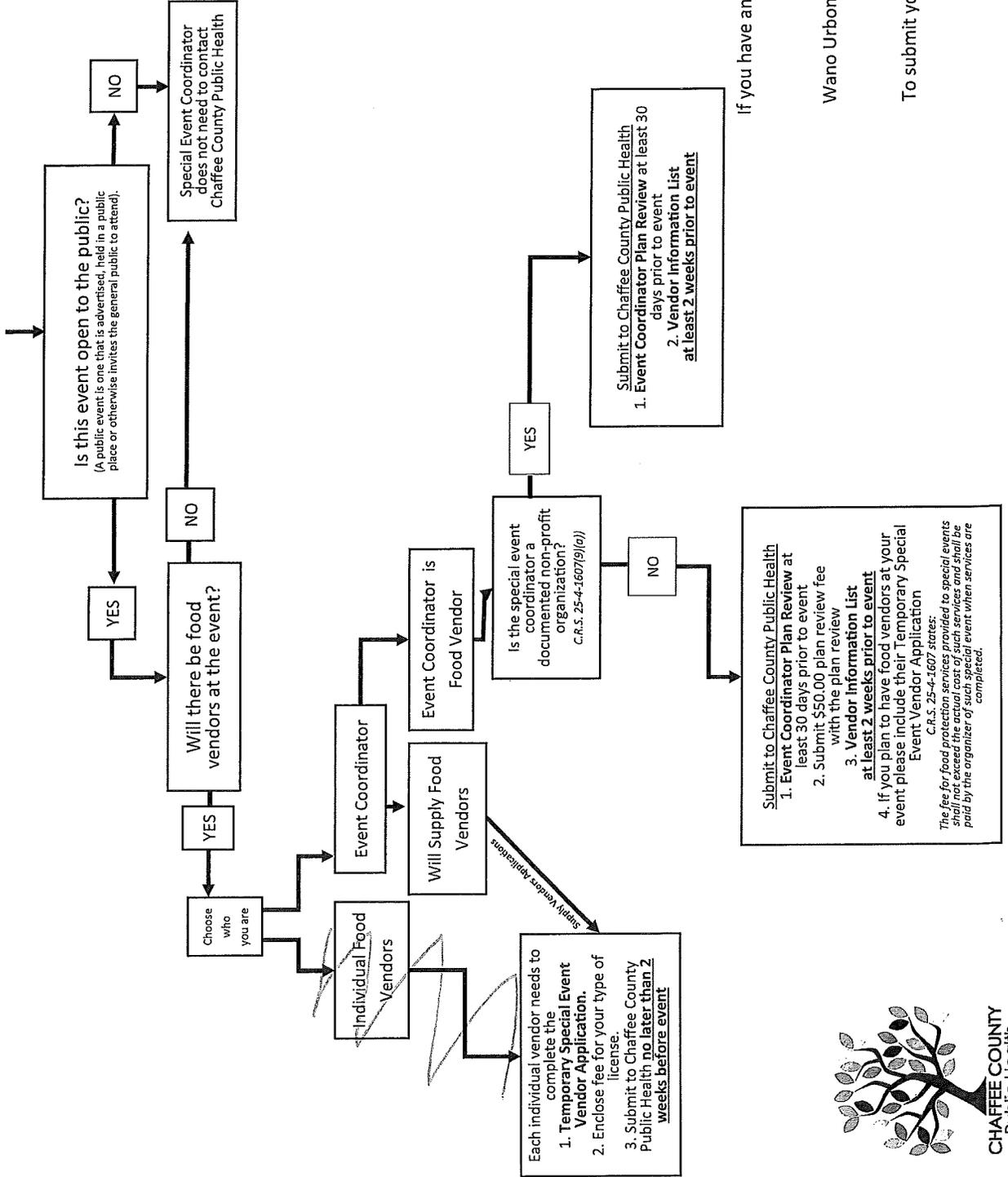
- There will be liquid waste collection tanks/receptacles on site.
- Vendors must arrange for their own wastewater disposal.

**Electricity:**

- There will be no electricity supplied on site.
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use generators on site.

# GOT FOOD?

## What do I need to do as a Event Coordinator/Special Event Food Vendor?



If you have any additional questions please contact:

Wano Urbonas, Environmental Health Manager, at  
719-207-1498.  
To submit your applications, please send to Chaffee County Public Health  
Attn: Sarah Adams  
448 E. 1st ST. STE. 137  
Salida, CO 81201



**Trash / Refuse:**

- Trash receptacles throughout the event for the public.
  - Dumpsters on site for vendor and public trash removal.
- How often is trash removed? \_\_\_\_\_

**Toilet Facilities:**

- Water carrying public restrooms.      How many? \_\_\_\_\_
  - Portable toilets.      How many? \_\_\_\_\_
- How often are the restrooms serviced? \_\_\_\_\_

**Hand Washing Facilities:**

- Hand sinks in permanently plumbed public restrooms.      How many? \_\_\_\_\_
  - Portable hand washing stations.      How many? \_\_\_\_\_
- How often are the stations serviced? \_\_\_\_\_

**Other Services:**

- Refrigerated truck.
- Commissary kitchen (Provide a list of available equipment in kitchen)
- Ice
- Other \_\_\_\_\_

**TEMPORARY EVENT SITE MAP**

**Provide a labeled map of the entire Temporary Event area and include the following:**

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Location of wastewater collection tanks or sanitary sewer
- Location of all food preparation and service areas on the event grounds
- Retail food vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)

<p><b>FOR HEALTH DEPARTMENT USE</b></p> <p>Fee Paid: <input type="checkbox"/></p> <p>Check #: _____</p> <p><b>EH Specialist Signature:</b> _____</p>	<p><b>Approved:</b></p> <p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>	<p><b>Date:</b> _____</p>
--	--	---------------------------

