



SPECIAL EVENT AND ITINERANT FOOD SERVICES APPLICATION

Return to: Clay County Environmental Health
715 North 11th Street, Suite #311
Moorhead, MN 56560

QUESTIONS?
environmentalhealth@co.clay.mn.us
218-299-7195 or 218-299-7216

**** Each group that plans to serve food at an event must submit an application at least 14 days prior to the event and **pay a \$40.00 fee.**

1. Name of stand or group _____

Contact person _____ Daytime phone# _____

Home address _____

2. Event _____ Location _____

Event dates _____ Event hours _____

3. List all of your menu items: _____

4. Indicate your food sources (where you will buy or get your food from). **NO HOME PREPARED FOODS.** _____

5. List how each menu item will be prepared from the raw state to the final product. Please be specific. Indicate what steps will be taken prior to the event and what will be done at the event.

6. If preparation is required, list the name of the kitchen facilities you will be using.
HOME PREPARATION OF FOODS IS PROHIBITED.

Kitchen name _____ Location _____

7. How will you provide temperature control for the potentially hazardous foods during transport?

HOT foods: _____

COLD foods: _____

8. How will you provide temperature control for the potentially hazardous foods at the event?

HOT foods: _____

COLD foods: _____

Read and detach page 3. This page lists additional information that you will need at your stand.

Your application must be received at least 14 days prior to the event and **pay a \$40.00 fee.**

Signature of Applicant

Signature of Sanitarian

Make Checks Payable To: Clay County Public Health

Notice: The issuance of a dishonored check to this department will require a service charge of \$30.00 per check pursuant to [Minnesota Statutes, Section 604.113, subd. 2.\(a\)](#). Additional civil penalties may be imposed for nonpayment.



****Detach and keep this sheet for use in your stand****

SPECIAL EVENT AND ITINERANT FOOD ADDITIONAL INFORMATION

1. **“Potentially hazardous food”** means any food that consists in whole or in part of milk or milk products, eggs, meats, poultry, fish, potatoes, or other ingredients, in a form capable of supporting rapid growth of harmful bacteria.
2. **Temperature control** is required for all potentially hazardous foods. These foods to be kept cold (41⁰ F or below) or hot (140⁰ F or above) to prevent growth of harmful bacteria.
3. **Long stem thermometer** is required if you serve potentially hazardous foods. Use it to monitor internal food temperatures frequently.
4. **Hand washing facilities** must be provided in your stand. They should be kept stocked with soap and paper towels. This sink should be used for hand washing only; do not use it for storing foods or draining food or pans into it. If a hand sink is not available, a temporary station should be set up. This consists of an insulated container with a free flowing spigot - capacity of 2 gallons or more - filled with hot water, a tub or bucket for waste water, pump soap and paper towels.
5. **Dishwashing facilities** must be provided within your stand or an adjacent stand. They should consist of a 3-compartment sink. Utensils and pots should be WASHED - RINSED - SANITIZED in these sinks.
6. **Sanitizer** for your wiping cloths must be provided in your stand. This solution consists of 1 teaspoon of bleach per gallon of water and wiping cloths. This is the same concentration that should be used for sanitizing when dishwashing (other approved sanitizers may also be used).
7. **Chemical test strips** (for the appropriate sanitizer) are required so that sanitizer concentrations can be monitored.