



**Public Health**  
Prevent. Promote. Protect.

**Douglas & Pope Counties Environmental Health**

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Alexandria, MN 56308

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**License Application for Special Event Food Stand**

*A Special Event Food Stand is a food and beverage establishment which is used in conjunction with celebrations and special events, and which operates no more than three times annually (per calendar year, January – December) for no more than ten total days.*

**APPLICANT INFORMATION**

(Individual, business name, organization, corporation, partnership)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing\* Address: \_\_\_\_\_  
\*this is the address your license will be mailed to

Email Address: \_\_\_\_\_

**FEES**

**Special Event Food Stand Fee - \$45.00**      **Late Penalty Fee - \$50.00<sup>!!</sup>**      **Total Fee:**

**!! ALL SPECIAL EVENT LICENSE APPLICATIONS SHALL BE RECEIVED BY THIS OFFICE NO LATER THAN 14 DAYS PRIOR TO THE EVENT; A \$50.00 LATE FEE WILL BE ADDED TO ALL APPLICATIONS NOT RECEIVED AT LEAST 14 DAYS PRIOR TO THE SPECIAL EVENT. A \$50.00 LATE PENALTY ALSO APPLIES TO APPLICATIONS ISSUED ON SITE.**

**Make checks payable to: DOUGLAS COUNTY PUBLIC HEALTH**

Notice: The issuance of a dishonored check to this department will require a service charge as per Minnesota Statute Section 604.113.

**EVENT INFORMATION**

**EVENT #1**

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

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

Person in Charge of Food Service: \_\_\_\_\_

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

**Menu – list all foods and beverages to be served, including the source (grocery, food supplier, etc.)**

Foods/Beverages, Source: \_\_\_\_\_

**Equipment – list all food equipment that will be used. For events that last longer than 4 hours, mechanical refrigeration is required. !!!!NO CROCKPOTS!!!!**

Equipment: \_\_\_\_\_

**Facilities provided for handwashing – if a permanent handwashing sink is not available *within the food service site*, a temporary handwashing station must be used - see handout included in special event packet ( check appropriate box below)**

Permanent handwashing sink       Temporary handwashing station

**Facilities provided for dishwashing - see handout provided in special event packet for temporary dishwashing station**

No dishes (single-service items only)       Permanent 3-compartment sink       Temporary dishwashing station

**Water Source – water must come from an approved public water supply system. Water cannot come from a residential well.**

Water source: \_\_\_\_\_ Are hoses or containers used for transporting water? Yes No

**Solid/liquid Waste – Wastewater must be discharged into an approved sanitary sewer or holding tank. Ground surface discharging is not permitted. Trash & garbage stored for extended periods of time must be placed in tightly covered, non-absorbent containers. (check appropriate box below)**

**Method of disposal:**  Municipal       Private septic system       Self-contained unit/holding tank

I certify that the information provided on this application is accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR ADDITIONAL EVENTS, COMPLETE PAGE 2**

**FOR OFFICE USE ONLY:**

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Received by: \_\_\_\_\_ Approved?  Yes  No

<b>EVENT #2</b>			
Event Name:			
Event Location:			
Person in Charge of Food Service:			
Date(s) of Event:		Time of Event:	
<b>Menu – list all foods and beverages to be served, including the source (grocery, food supplier, etc.)</b>			
Foods/Beverages, Source:			
<b>Equipment – list all food equipment that will be used. For events that last longer than 4 hours, mechanical refrigeration is required. !!!!NO CROCKPOTS!!!!</b>			
Equipment:			
<b>Facilities provided for handwashing – if a permanent handwashing sink is not available within the food service site, a temporary handwashing station must be used - see handout included in special event packet. (check appropriate box below)</b>			
<input type="checkbox"/> Permanent handwashing sink		<input type="checkbox"/> Temporary handwashing station	
<b>Facilities provided for dishwashing – see handout provided in special event packet for temporary dishwashing station</b>			
<input type="checkbox"/> No dishes (single-service items only)		<input type="checkbox"/> Permanent 3-compartment sink	
		<input type="checkbox"/> Temporary dishwashing station	
<b>Water Source – water must come from an approved public water supply system. Water cannot come from a residential well.</b>			
Water Source:		Are hoses or containers used for transporting water? Yes No	
<b>Solid/liquid Waste – Wastewater must be discharged into an approved sanitary sewer or holding tank. Ground surface discharging is not permitted. Trash and garbage stored for extended periods of time must be placed in tightly covered, non-absorbent containers. (check appropriate box below)</b>			
<b>Method of disposal:</b>			
<input type="checkbox"/> Municipal		<input type="checkbox"/> Private septic system	
		<input type="checkbox"/> Self-contained unit/holding tank	
<b>EVENT #3</b>			
Event Name:			
Event Location:			
Person in Charge of Food Service:			
Date(s) of Event:		Time of Event:	
<b>Menu – list all foods and beverages to be served, including the source (grocery, food supplier, etc.)</b>			
Foods/Beverages, Source:			
<b>Equipment – list all food equipment that will be used. For events that last longer than 4 hours, mechanical refrigeration is required. !!!!NO CROCKPOTS!!!!</b>			
Equipment:			
<b>Facilities provided for handwashing – if a permanent handwashing sink is not available within the food service site, a temporary handwashing station must be used - see handout included in special event packet. (check appropriate box below)</b>			
<input type="checkbox"/> Permanent handwashing sink		<input type="checkbox"/> Temporary handwashing station	
<b>Facilities provided for dishwashing – see handout provided in special event packet for temporary dishwashing station</b>			
<input type="checkbox"/> No dishes (single-service items only)		<input type="checkbox"/> Permanent 3-compartment sink	
		<input type="checkbox"/> Temporary dishwashing station	
<b>Water Source – water must come from an approved public water supply system. Water cannot come from a residential well.</b>			
Water Source:		Are hoses or containers used for transporting water? Yes No	
<b>Solid/liquid Waste – Wastewater must be discharged into an approved sanitary sewer or holding tank. Ground surface discharging is not permitted. Trash and garbage stored for extended periods of time must be placed in tightly covered, non-absorbent containers. (check appropriate box below)</b>			
<b>Method of disposal:</b>			
<input type="checkbox"/> Municipal		<input type="checkbox"/> Private septic system	
		<input type="checkbox"/> Self-contained unit/holding tank	

**REMEMBER:**

- Hair restraints must be used by people serving food (hair nets or baseball caps)
- Single service gloves must be used by people with direct contact with food
- Drained ice may be used as a cooling medium ONLY for water-impervious beverage containers
- 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.