



600 Rice Street E  
Wayzata MN 55391  
952-404-5301

## **Information regarding a temporary “Special Event Food Stand” License**

(Definition: A food establishment, building, room, stand, enclosure, vehicle, space, area or other place that is operating for a temporary period of 10 consecutive days or less.)

Attached are the license application forms, requirements and food license fee schedule for your special event/itinerant food license. The following items and fees must be fully completed and returned to the City of Wayzata a minimum of 21 days prior to the event:

- The one-page Wayzata application for a temporary “Special Event Food Stand” license form.
- The enclosed Tennesen Warning form.
- A state-required “Minnesota Business Tax Identification Law” form combined with “Workers’ Compensation Insurance Coverage Law” form.
- A certificate of insurance which is valid for the date(s) of the event and must include:
  - General liability insurance coverage with minimum limits of \$1,000,000.00.
  - The City of Wayzata listed as a “Certificate Holder” on the certificate.
  - A minimum of ten (10) days written notice to the City in the event of policy cancellation.
  - If your event is a Community Event (such as the Wayzata Art Experience or James J Hill Days), held in a City Park and/or held on City Property: **The City of Wayzata must be listed as an “additional insured” on the policy and the policy must include **coverage for the actual event location and the exact dates of the event.****
- Return the appropriate license fees with your application as shown on the attached “Food License Fee Schedule Summary” form. Look for the subheading of *Special Event Food Stand*.

Return the above items to the City of Wayzata at the address shown above. Your application will be reviewed by Wayzata City staff, Environmental Health staff and then will be subject to approval by the Wayzata City Council. The Environmental Health staff will contact you if they have any questions. An inspection will be conducted when you open the stand and typically the license will be delivered to you at that time. **Application materials must be submitted a minimum of twenty-one (21) days prior to the event.**

Also included with this packet are the following forms:

1. “Standards for Special Event Food Stands.”
2. “Equipment Checklist for Special Event Food Stands.”

If you have questions about the licensing procedure or approval status, call Wayzata City Hall at 952-404-5301. If you have questions regarding the requirements of setting up for food sales/stands, call Environmental Health at 952-939-8279 or by email at [lgyswyt@wayzata.org](mailto:lgyswyt@wayzata.org)

**DATA PRACTICES ADVISORY  
TENNESSEN WARNING – PERMITS AND LICENSES**

You are being asked to answer questions and provide information pursuant to the license and application process that is required by Minnesota state law and/or the Wayzata City Code. The purpose and intended use of the requested data is to verify that applicants meet the requirements of the state statutes and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

Some of the information you provide on this application is considered private data under the Minnesota Government Data Practices Act (the "Act"). This information will be used by the City and its agents involved in the review of this application. You are not required by state law or City Code to answer questions or provide the information requested. However, a refusal to answer questions or provide the information requested will prevent the City from processing the permit or license for which you are applying.

The following data collected, created, or maintained is classified under the Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (including name, email, telephone numbers, and addresses).
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action.
3. Entire record concerning any disciplinary proceeding.
4. License numbers and status.

The following data collected, created, or maintained is classified under the Act as private and/or confidential data (Minn. Stat. § 13.41, subd. 2; Minn. Stat. § 13.37, subd. 1):

1. Active investigative data relating to complaints against any license.
2. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure.
3. The information related to unsubstantiated complaints when it is not maintained in anticipation of legal action.
4. Inactive investigative data relating to violations of statutes or rules.
5. Record of disciplinary proceedings, except as limited by the provisions above.
6. Trade secrets, as defined under Minnesota law.
7. Sensitive security and safety information.

The City of Wayzata may make any private or confidential data accessible to an appropriate person or agency if the City determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

**Certification:** I have read and certify the information in this application is true and correct. I further understand that the giving of false information in this form and/or the failure to give requested information may be cause for immediate revocation of any and all licenses and/or permits issued hereunder. I understand the above information regarding my rights as a subject of government data and applicant for a license or permit from the City of Wayzata.

Note: Proper signature is required. If a corporation owns this establishment, an officer of the corporation must sign below; if a partnership, the managing partner; if an individual, the owner.

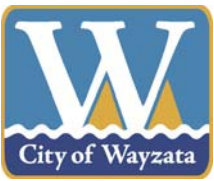
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Establishment Name (DBA) or Trade Name



600 Rice Street E  
Wayzata MN 55391  
952-404-5301

## Application for a temporary "Special Event Food Stand" License

**Application must be submitted a minimum of twenty-one (21) days prior to the event.**

### LICENSEE INFORMATION

Business name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Business phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
Who should we contact if we have questions about your application: \_\_\_\_\_  
Telephone Number of contact person: \_\_\_\_\_

### EVENT INFORMATION

Name/Title of Event: \_\_\_\_\_  
Date(s) of the event: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_  
Name & address of the business/site where the event will be held: \_\_\_\_\_  
Describe your location within the building or at the site: \_\_\_\_\_  
Name of the person who gave you permission to be at this site: \_\_\_\_\_  
Daytime phone number of the building owner representative: \_\_\_\_\_  
Name of person(s) in charge of this event: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

### FOOD OPERATION

The stand/vehicle must meet all requirements described in the attached "Standards for Special Event Food Stands." The stand/truck must be clean and sanitary with proper equipment in order to operate. The license will be issued to the operator upon a successful health inspection.

List all menu items: \_\_\_\_\_  
Describe your hand washing station: \_\_\_\_\_  
How will hot foods be maintained? \_\_\_\_\_  
How will cold foods be mechanically refrigerated? \_\_\_\_\_  
Where and when will foods be prepared? \_\_\_\_\_  
How will foods be stored overnight (both the location and facility)? \_\_\_\_\_  
What vehicle or process will be used to transport food? \_\_\_\_\_

### LICENSE FEE INFORMATION

Date(s) event will be held \_\_\_\_\_ Total number of days for this event: \_\_\_\_\_  
1<sup>st</sup> day fee (see fee schedule on page 7) \$ \_\_\_\_\_  
Fee for each additional day \$ \_\_\_\_\_ x number of additional days \_\_\_\_\_ = \$ \_\_\_\_\_  
Checks must be made payable to the "City of Wayzata." Total Fee: \$ \_\_\_\_\_

Notice Regarding Proposed City Ordinances: The City of Wayzata distributes general city information and notices electronically through an electronic notification system. As an applicant for a new business license or for a renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system at the city's website at [www.wayzata.org](http://www.wayzata.org), and click on the Notify Me link. This would include getting notifications of any proposed ordinances at least ten days before the city council of Wayzata conducts a final vote on the proposed ordinance.

I, (we) the undersigned, have complied with all requirements of the City Code of the City of Wayzata necessary for obtaining this license. Now, therefore, I (we) hereby make application to operate the above named establishment subject to all conditions and provision of these ordinances.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name & Title \_\_\_\_\_

**▶ MINNESOTA BUSINESS TAX IDENTIFICATION LAW**

Pursuant to Minnesota Statute 270.72 (Tax Clearance; Issuance of Licenses), Subd.4, the licensing authority is required to provide upon request of the Minnesota Commissioner of Revenue the applicant’s Minnesota business tax identification number, social security number, along with their name and address, and the business name and address (Federal Tax ID# if no MN Tax ID#).

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding, or motor vehicle excise taxes.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

<b>Applicant’s name (LAST, first, middle initial)</b>				<b>*Social Security Number</b>	
<b>Home address</b>		<b>City</b>	<b>State</b>	<b>Zip code</b>	<b>Phone number</b>
<b>Business name</b>			<b>Type of license applied for: Special Event Food Stand</b>		
<b>Business address</b>		<b>City</b>	<b>State</b>	<b>Zip code</b>	<b>Phone number</b>
<b>Minnesota Tax Identification Number (or explain why you don’t have one)</b>				<b>Federal Tax Identification Number</b>	

\*If company stock is publicly exchanged, you may omit submitting this Social Security information.

**▶ WORKERS' COMPENSATION INSURANCE COVERAGE LAW**

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181, Subd. 2. The information required is: The name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in its company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Section 176.181, Subd. 2.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely reported, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry payable to the Special Compensation Fund.

<b>Worker’s Compensation Insurance Company Name</b> (not agent’s name):	<b>Policy Number:</b>	<b>Dates of coverage:</b> From  To
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OR, I certify that I am not required to carry worker’s compensation insurance because (check one):

I am the sole proprietor and have no employees

I am self insured (For this category, you must include a copy of the permit to self-insure.)

I have no employees who are covered by workers compensation law. (Only employees who are specifically exempted by statute are not covered by the workers compensation law. These include: spouse, parents, children – regardless of age, and farm labor employees of a family farm that spent less than \$8,000 for farm labor in the previous calendar year. All other workers whose work is controllable by the employer must be covered.)

**▶ I certify that all information provided above is accurate and complete. I also certify that a valid workers' compensation policy will be kept in effect at all times, as required by law.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# TULIP: Tenant User Liability Insurance Program

## Protect yourself from claims for injuries or property damage during your event

### Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

### What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events\* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com).

### Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

### How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

### How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

### How do I get more information about TULIP?

Visit or contact Susan Kludjian at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) or (978) 661-6662; or Christine Mitchell at (978) 661-6857.

### Get a Quote or Purchase TULIP coverage:

#### Step 1:

Visit [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com). Click on PURCHASE OR QUOTE on the right side of screen.

#### Step 2:

Enter...Facility/Venue ID Code

0501 - B7D

Don't have a code? Enter your city's name in the search box, then select your state and city from the drop-down list (this information will be preceded by "National League of Cities").

#### Step 3:

##### Describe event or activity

Select from drop-down menu. Click next.

#### Step 4:

##### Get your quote

Answer some basic questions and enter your contact and billing information.

#### Step 5:

Purchase when ready  
A credit card is required.

*Protect yourself  
and your guests  
with TULIP coverage*

\*Exclusions apply if known attendance is greater than 5,000 people prior to the event.



**The above liability insurance coverage option may be used, or you may find your own coverage elsewhere.**

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>06/12/08</b>
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED  <b>Named Insured Street Address City, State ZIP</b>	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A: <b>ABC Insurance Company</b>	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
<b>A</b>		<b>GENERAL LIABILITY</b>	<b>POLICY #</b>	<b>01/01/08</b>	<b>01/01/09</b>	EACH OCCURRENCE	<b>\$ 1,000,000</b>
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	<b>\$ 50,000</b>
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$
	<input type="checkbox"/>					PERSONAL & ADV INJURY	<b>\$ 1,000,000</b>
	<input type="checkbox"/>					GENERAL AGGREGATE	<b>\$ 1,000,000</b>
	<input type="checkbox"/>					PRODUCTS - COMP/OP AGG	<b>\$ 1,000,000</b>
	<input checked="" type="checkbox"/>	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				GEN'L AGGREGATE LIMIT APPLIES PER:	
<b>A</b>		<b>AUTOMOBILE LIABILITY</b>	<b>POLICY #</b>	<b>01/01/08</b>	<b>01/01/09</b>	COMBINED SINGLE LIMIT (Ea accident)	<b>\$ 1,000,000</b>
	<input checked="" type="checkbox"/>	ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/>	ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/>	SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
<input type="checkbox"/>	HIRED AUTOS						
<input type="checkbox"/>	NON-OWNED AUTOS						
		<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b>				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
<b>A</b>		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<b>POLICY #</b>	<b>01/01/08</b>	<b>01/01/09</b>	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	<b>\$ 100,000</b>
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	<b>\$ 100,000</b>
		<b>OTHER</b>				E.L. DISEASE - POLICY LIMIT	<b>\$ 500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

If event is on City property, the City of Wayzata must be listed as an "additional insured."

Name of event:

Dates of event:

Location of event:

**CERTIFICATE HOLDER**

**CITYWAY**

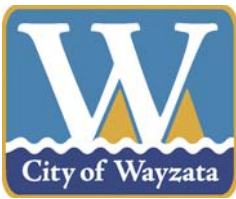
**City of Wayzata  
600 East Rice Street  
Wayzata MN 55391**

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

*Agent's Signature*





600 Rice Street E  
 Wayzata MN 55391  
 952-404-5301

## 2018 - FOOD LICENSE FEE SCHEDULE SUMMARY

TYPE OF LICENSE	LICENSE FEE
<b>FOOD ESTABLISHMENT</b>	
<b>Class A:</b> supper clubs; sit-down, drive-in, delivery, take-out restaurant; or similar facility	\$839
<b>Class C:</b> grocery, meat market, bakery, deli, rental kitchen, limited food service, or similar facility	\$660
<b>Food Cart</b>	\$530
<b>Class E:</b> limited grocery, retail: Potentially hazardous foods, or bulk foods	\$336
Non-potentially hazardous foods	\$292
<b>Class G:</b> prepackaged, non-perishable, candy, or coffee (no refrigeration needed)	\$177
<b>ADDITIONAL FACILITIES:</b> More than one of any type or types of any operation listed within the classes. This fee is applicable after one of the above is at full fee.	\$231 each
<b>FOOD VEHICLE -- Delivery only/no food preparation:</b> (both potentially hazardous and non-potentially hazardous, each vehicle)	\$160
<b>SCHOOL KITCHEN INSPECTION FEE</b>	\$685
<b>CHURCH KITCHEN INSPECTION FEE</b>	\$182
<b>PRE-SCHOOL / DAYCARES: FULL SERVICE</b>	\$685
<b>PRE-SCHOOL / DAYCARES: LTD SERVICE</b> (non-potentially hazardous)	\$336
<b>SEASONAL TEMPORARY FOOD STAND</b> (can be disassembled & moved)	\$425
<b>SEASONAL PERMANENT FOOD STAND</b> (permanent stand or building)	\$425
<b>PLAN REVIEWS:</b> New Establishment                      Fee: 100% of license fee Remodel    Fee: 50% of license fee	
<b>RE-INSPECTIONS:</b> Second re-inspection                      Fee: 25% of license fee Third or more re-inspection                      Fee: 50% of license fee	
<b>SPECIAL EVENT FOOD STAND</b>	
First day	\$86
Each additional day	\$38
Each day - existing license holder	\$38
<i>Maximum - each license</i>	\$198
<b>SPECIAL EVENT FOOD STAND (PREPACKAGED NON-POTENTIALLY HAZARDOUS FOOD)</b>	
First day	\$33
Each additional day	\$33
Each day - existing license holder	\$33
<i>Maximum-each license</i>	\$198

# STANDARDS FOR SPECIAL EVENT FOOD STANDS

A "Special Event Food Stand" is a food establishment that is used in conjunction with celebrations or special events. *Special event food stand applications must be submitted 14 working days to city licensing prior to the event.*

## LOCATION

The stands must be located away from possible contamination sources such as toilets, animal pens and garbage. The stand must provide protection during adverse weather by its construction or location. Food activities must cease in adverse weather if the interior of the stand is not adequately protected from windblown dust and debris.

## CONSTRUCTION AND EQUIPMENT

1. A canopy or other form of overhead protection.

Floor, wall, and ceiling surfaces must be smooth, durable and easily cleanable. Acceptable floor surfaces include: vinyl, sealed wood, concrete, machine-laid asphalt, and dirt or gravel (only if covered by suitable materials that are effective in controlling dust and mud).

2. Interior lights must be shielded or coated.
3. Mechanical refrigeration must be provided for potentially hazardous foods such as meat, fish, poultry, milk, eggs, melons, cooked potatoes, cut fruit and vegetables. The use of insulated chests containing dry ice or frozen refrigerant packs are acceptable for hot dogs and precooked sausages only
4. Thermometers must be provided in each refrigeration unit, insulated chest and for monitoring internal food temperatures.
5. Equipment must be provided for adequately cooking and maintaining required temperatures of hot potentially hazardous foods. Crock-pots may not be used. Note: Gas hook-up and service must comply with Minnesota Statutes, Chapter 1346. Check with the fire department.
6. Utensils such as galvanized or soft plastic containers, wooden spoons, enamelware, paintbrushes, etc. are not acceptable for use. Garbage bags and garbage receptacles are not to be used for covering or storing food.
7. To prevent customers from being burned and/or splashed with grease and to prevent possible contamination by customers, food preparation and cooking areas must be protected by means of an impervious shield or separation distances. Adequate separation distances can be provided by locating cooking equipment to the rear of the stand.
8. A fire extinguisher with a minimum 2A 10 B C rating must be present when required by the fire department.
9. Electrical service must comply with Minnesota Statutes, Chapter 1315.
10. Carbon dioxide and bottled gas cylinders must be secured.



## WATER SOURCE

Water must be obtained from an approved public water supply system. Water cannot come from a residential well. Water may be transported and stored in approved cleanable, food-grade covered containers. Hoses used to obtain water must be of food grade quality and provided with an approved backflow prevention device.

## WASTE DISPOSAL

1. Wastewater must be discharged to an approved sanitary sewer system or a holding tank. Ground surface discharge is not permitted.
2. Trash and garbage that is stored for extended periods must be placed in tightly covered, non-absorbent containers.

## INSECT CONTROL

Provide effective insect control by the use of screening, covering and good sanitation. If insecticides are used they must be approved; used according to manufacturer's directions; and not used when food or utensils are exposed. Intermittent spray dispensers or vapor strips cannot be used.

## HANDWASHING FACILITIES

A handwashing device supplied with warm running water, soap, paper towels and a nail brush must be provided at all stands where food is prepared. Water must be supplied under pressure or by gravity with a faucet. A bucket must be provided for waste water.



## SANITIZING SOLUTION

Approved sanitizers such as quaternary ammonium, or chlorine bleach. Always follow the manufacturer's instructions and provide test strips for measuring sanitizer concentration. A spray bottle with paper towels or a bucket with a towel must be provided to wipe surfaces and equipment. The most common sanitizer consists of one tablespoon of chlorine bleach to a gallon of water. The concentration must be 50-200ppm of chlorine.



## HANDLING AND STORAGE

1. All ice and food supplies must come from an approved commercial source. ***Food or supplies may not be stored or prepared at home!*** Food preparation activities must take place in an approved and licensed kitchen (Church, school, and fraternity kitchens may be considered acceptable).
2. Ice must be from a commercial source.
3. Milk and other potentially hazardous beverages may not be chilled in ice. Canned/ bottled non-potentially hazardous beverages may be chilled in ice but not buried in ice. The drinking side must be stored up. The ice container must have a mechanism to allow continuous drainage of the ice.

4. All potentially hazardous food must be processed and maintained at proper temperatures as indicated:

- Cold foods must be kept at 41° F or below.
- Foods that require cooking must reach proper internal temperatures as indicated:

Beef Roasts	130° F/121m
Beef, Veal, Ham Products	145° F/15sec
Ground Hamburger	155° F/15sec
Poultry Products (i.e., turkey, chicken)	165° F/15sec

- After heating, foods must be held at 140° F or above (except first-time cooked beef roasts- 130° F).
- All foods that are reheated must reach an internal temperature of at least 165° F.

*Any foods left over at end of the day must be discarded.*

*Use a sanitized stem thermometer to check temperatures.*



5. Food and supplies such as paper plates and plastic eating utensils must be clean, dry, covered, and kept at least 6 inches off the floor/ground.
6. Single service utensils and self-service food including condiments (catsup, coffee creamers, sugar, etc.) must be individually packaged or be dispensed from an enclosed dispenser.

#### DISHWASHING FACILITIES, PROCEDURES, AND EQUIPMENT CLEANING

1. Single service disposable utensils must be provided for eating and drinking purposes. Multi-use utensils may be used for the purpose of preparation, storage, service and dispensing of food. For washing multi-use utensils, a dishwashing facility must be available which consists of either an approved dishwashing machine, a three compartment sink, or at a minimum, three containers of sufficient size to immerse utensils.
2. The four step manual dishwashing process includes:
  - a) Wash in warm, soapy water in first sink or container
  - b) Rinse in clear water in second sink or container
  - c) Sanitize in the third sink or container with an approved sanitizer.
  - d) Air drying all utensils and equipment. Towel drying is prohibited.



3. Utensils are to be washed and sanitized prior to and during the event. Utensils may be washed and sanitized off-site if approval is granted. The utensils must be covered when being transported. Enough utensils are to be provided so that if one becomes contaminated, a clean one is available.
4. Food contact equipment such as a meat slicer and a soft serve machine that is cleaned in place, must be washed, rinsed, and sanitized.
5. Cloths used to wipe equipment and counters must be stored in a sanitizing solution between uses. The sanitizer must be prepared and available at the beginning and throughout operation.

#### PERSONNEL

1. Employees must wash their hands before beginning work, immediately after going to the bathroom, handling raw food, smoking, and after touching the mouth, nose, face, or otherwise soiling their hands.
2. No employee that has a communicable disease, gastrointestinal illness, or discharging wound may engage in food preparation or service activities.
3. The use of tobacco in any form while on duty is prohibited.
4. An employee's outer garments must be clean.
5. Effective hair restraints (hairnets, visors, caps, and similar) must be worn.
6. Provide gloves, utensils or other barrier for handling all ready-to-eat foods.

## EQUIPMENT CHECKLIST FOR SPECIAL EVENT FOOD STANDS

This checklist was developed as a guide to aid in the opening and operation of a special event food stand. The goal of any food operation is to maintain a high level of sanitation and to protect the public from disease transmission and injury. We hope this checklist will be a useful tool in the self-inspection of your food stand. Please call the Environmental Health Division at 952-939-8200 if you have any questions.

### Construction

- Overhead Protection (tent, canopy, building)
- Approved floor (concrete, wood or similar cleanable material)
- All sealed surfaces (laminated, stainless, no bare wood)
- Shatter resistant lights or shields

### Hand washing Facilities

- Pump soap
- Paper towels and holder
- Fingernail brush
- Warm water faucet or spigot (air-pot, water cooler)
- Bucket for waste water

### Equipment

- Refrigeration (mechanical) for potentially hazardous foods
- A metal stem thermometer to measure temps. (range 0°F to 220°F)
- A thermometer in each refrigeration and hot holding unit
- Adequate number of approved, clean utensils, pans and equipment. Bring extras!
- Adequate shields and/or separation between food and customers
- Shelves, dunnage racks for keeping all food and supplies off the floor/ground
- Cutting boards, stainless steel tables, other approved food contact surfaces if necessary

### Food and Supplies

- Foods and supplies covered and off the ground
- Condiments in covered dispensers or in single service packets
- No food made or stored at home
- Plastic silverware protected, stored with handles in same direction and handles extended to the employee/customer
- Food and supplies covered and protected during transportation

### Chemical Storage and Handling

- Store all chemicals below and separate of food and equipment
- Label the sides of chemical containers for easy identification
- Do not spray or apply chemicals over equipment or food areas

### Miscellaneous

- Fire extinguisher when grilling
- Electrical cords- Heavy duty (such as No. 14 gauge), grounded
- No "homemade" food or equipment!
- Rubber rugs, or similar
- Trash container with cover
- Chains or restraints for carbon dioxide and/or helium cylinders
- Permanent marking pen for labeling

### Personnel

- Hair restraints (hats, hairnets)
- Clean clothes and aprons. Bring extras to change throughout day!
- Food handling/training information
- Gloves

### Sanitizing Solution

- Bleach or other approved sanitizer
- Spray bottle and/or bucket for sanitizing solution
- Test strips
- Paper towels or cloth towels for sanitizing solution



# Violations



Can you spot them?