

## How to do a Temporary Event – The Basics

If you are planning on an event that will involve serving food to members of the public your event is subject to licensing. Temporary events are subject to the same licensing requirements as standard restaurants but have some leeway for temporary set ups that wouldn't normally be allowed under normal licensing.

You will need:

- A commissary: this is a commercial kitchen that allows you to prepare foods in their establishment. Food that requires cutting/cooking (not on site)/packaging must be done in a commercial kitchen
- Hand wash: Hand wash needs to be able to be turned on and shut off without using hands so as to avoid recontamination. A toggle or handle are best for this. Hand wash station must also include soap and paper towels. Paper towels need to be on a device that avoids handling of the paper towel holder.
- A way to keep food hot and cold: foods that require temperature control for safety (TCS) need to be maintained below 41° Fahrenheit and above 135° Fahrenheit. \*\*\*Please note Sterno Burners are prohibited.
- How will foods be prepared? Day of event or cooked night before and then cooled and then reheated the day of the event?
- Where is potable water coming from? Where is waste water going to be dumped?
- How will food be kept safe from environmental concerns (i.e. bugs, wind, dust and debris, etc.)
- How are you handling food: tongs, gloves, deli tissue, etc.

Many people find gaining approval for a food event daunting. These rules and regulations are in place because preparing food presents many risks to our at-risk populations. Montezuma County is dedicated to promoting safe food practices to protect all of us.

If you and your event are struggling to meet these requirements, please keep in mind that Colorado allows certain foods to be unlicensed. Please look into Colorado Cottage Foods Act <https://cdphe.colorado.gov/cottage-foods-act> for food that does not require approval or licensing.