

**Temporary Food Establishment Acknowledgement Letter**

In an effort to inform operators of common issues, the Department would like to advise you of the following requirements that if not followed, may significantly increase the possibility of foodborne illness for your patrons and *may* result in enforcement action and/or temporary closure of your booth. Please initial all boxes below and complete the bottom portion of this form prior to returning to DDPHE.

**Booth Requirements:**

- Hand washing station with water measuring between 100-120F available PRIOR to any food handling
  - See page 2 for set-up guidance
- Soap and single-use towels
  - Hand sanitizer is **not** a substitute for hand washing
- Utilizing approved commissary for necessary tasks such as:
  - Storing and preparing foods
    - Preparation on-site shall be limited to seasoning, cooking, making a single slice, and/or plating food
  - Obtaining clean water and disposing of gray water
  - Washing and sanitizing dishes and equipment

\_\_\_\_\_ I acknowledge and will adhere to booth requirements, including the handwashing requirements on page 2

**Instances Causing a Booth Closure**

Operating with an **imminent health hazard (IHH)** includes, but is not limited to:

- Food handling without a means to properly wash hands
  - Including a functioning hand washing station, adequate hot water (100-120F), soap and/or paper towels
- Not using the approved commissary as required
  - Food for sale at your booth must **not** be prepared and/or stored in a facility other than the commissary, including a private home
- Operating in any manner that seriously compromises the safety of food being served to the public

\_\_\_\_\_ I acknowledge and understand reasons why my booth may be closed

**Administrative Citations (Fines) or Court Summons**

- Repeated critical violations of the same type in a 12-month period (fines up to \$500)
- Lack of evidence of proper licensing (court summons)
  - Each booth or stand shall be *individually* licensed
- Operating with an **imminent health hazard**, see *Instances Causing Booth Closure* for details (a fine up to \$500)
- Failure to comply with an order issued by the Department (court summons)

\_\_\_\_\_ I acknowledge and understand reasons why I may receive a fine or court summons

**Menu: List all items, include beverages, you plan to sell (Ex: Hamburgers, fresh squeezed lemonade and french fries)**

- \_\_\_\_\_
- Check box if foods are prepared in advanced, cooled and/or reheated prior to service (Ex: green chili, blanched fries, sliced tomatoes, etc.)
- Check box if foods sold contain CBD.

As a representative, owner, or operator of a temporary retail food establishment within the City and County of Denver, I understand that I am responsible for complying with the City and County of Denver Food Establishment Rules and Regulations, Chapter 23 - Denver Revised Municipal Code, which can be found at [www.denvergov.org/healthinspections](http://www.denvergov.org/healthinspections).

\_\_\_\_\_  
Representative's Name (please print)

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Position with Business

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

## Handwashing Station Requirements

The Denver Department of Public Health and Environment REQUIRES that a handwashing sink is made available to temporary event drink booths, booths serving food, beverages with garnishes (i.e. lemons, limes, etc.) and/or ice as an ingredient. Temporary handling of exposed food in an area outside designated and approved food preparation areas require the accessibility of an approved handwashing station as defined below.

**A failure to provide an adequate hand washing station at a booth that is engaging in active food handling, including, but not limited to cooking food, plating food, garnishing drinks and/or scooping ice, may result in a fine, closure and/or further enforcement action.**

The following items shall be included at the temporary handwashing station:

- A 5-gallon (minimum) clean water container that has a free-flowing dispensing valve with an ‘on’ and ‘off’ position so that both your hands are freed for proper hand washing
  - You are permitted to use a commercial, portable hand sink in lieu of a free-flowing container
- *Note:* 3 gallons of water is recommended for each hour of food handling
- Hot water measuring between 100-120°F
- Soap
- Single-use towels
- A catch bucket beneath to collect dirty water

The handwashing station must:

- Face the inside of the booth
- Be easily accessible from all booth locations
- Set up at table height

Each individual booth **MUST** have their own handwashing stations. Communal handwashing stations provided by the event organizer that are available for use by the public or other vendors are not permitted to be used as a primary handwashing station for a temporary food establishment.

