

# Guide for Special Event Coordinators

*This guide is for anyone hosting an event in Mesa County where food or drinks will be served. An official application for these events is required. We're here to help make it successful.*



# Definitions

**Special Event** All events open to the public that are held on public property such as in a park or on a street or sidewalk, including but not limited to farmers markets, music festivals, and community-based events.

**Food Vendor** Any operation that stores, prepares, serves, sells, or packages food or beverages for human consumption. A food vendor who only serves food at special events. Food service is not permitted at any other times.

Types of food vendor operations seen at special events.

- **Mobile Unit** A food operation that has wheels and sits upon at least one axle.
- **Tent and Table** A food service operation that is not on a mobile axle, and typically consists of a canopy with netting, folding tables, and more.
- **Cottage Food Vendor** A food service operation that is exempt from licensure as long as the conditions of the exemption are met. These vendors are not licensed by Mesa County Public Health.

**Potable** Water that is safe for human consumption.

**Greywater** Wastewater from food or beverage service operations that may contain fats, oils, greases, or cleaning chemicals.

**Commissary** A commercial space that food vendors use as an operating base location for such things as refilling water tanks, dumping liquid or solid waste, storing food overnight, etc. Generally, this is a licensed, commercial kitchen.

**Approved Vendors** Vendors who have met all requirements by various City and County agencies submit their qualifications to the City of Grand Junction for review. Once reviewed and approved, the vendor will be listed on the City of Grand Junction's Parks and Recreation Department website This program is not administered by Mesa County Public Health (MCPH). See City of Grand Junction's website for more information.

# Frequently Asked Questions

<p><b>Does my event require an application?</b></p>	<ul style="list-style-type: none"> <li>• Events available to the public where food will be served are required to submit an application to Mesa County Public Health. <a href="https://bit.ly/3z77XOE">https://bit.ly/3z77XOE</a></li> <li>• The application fee is \$30 for each special event.</li> </ul>
<p><b>How do I submit my application?</b></p>	<p>The Event Coordinator Plan Review Form can be found on our website. <a href="https://bit.ly/3XuTEN1">https://bit.ly/3XuTEN1</a></p>
<p><b>What do I need to include in my application?</b></p>	<ul style="list-style-type: none"> <li>• A map of the event that shows:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Restrooms</li> <li><input type="checkbox"/> Handwashing Stations</li> <li><input type="checkbox"/> Food Vendors</li> <li><input type="checkbox"/> Any other services that may be provided to food and beverage vendors (ice, water hookups, greywater)</li> </ul> </li> <li>• A list of vendors that will be at your event including the contact information for the vendors</li> <li>• The vendor list can be amended as the event gets closer, but it is the event coordinator's responsibility to ensure that all food vendors are properly licensed or otherwise approved 14 days before the event.</li> </ul>
<p><b>What facilities am I required to provide at my event?</b></p>	<p>Toilets, with accessible handwashing stations, must be available.</p> <ul style="list-style-type: none"> <li>• The number needed depends on the number of attendees.</li> <li>• Current guidance is 2 toilets for 100 persons, and an additional toilet per extra 100 attendees.</li> </ul> <p>Trash receptacles must be sufficient in number to avoid the accumulation of trash outside of the receptacles.</p>
<p><b>Which food vendors can I have at my event?</b></p>	<ul style="list-style-type: none"> <li>• There are many food options available for your event. Any food vendor must be licensed in some capacity.</li> <li>• For ease, there is an approved vendors list available with the City of Grand Junction's Parks and Recreation Department. <a href="https://bit.ly/3yNs4Bi">https://bit.ly/3yNs4Bi</a> These vendors have met all licensing requirements, and need no further licensing to vend food.</li> </ul>

	<ul style="list-style-type: none"> <li>• If your vendor is not on this list, please have them reach out to Mesa County Public Health as soon as possible to start the approval process. <ul style="list-style-type: none"> <li>◦ Vendor applications submitted less than 14 days prior to an event will not be accepted.</li> </ul> </li> </ul>
<b>What do I need to do to provide services to my vendors?</b>	<ul style="list-style-type: none"> <li>• If you plan to provide drinking water, wastewater, or overnight food storage, you are acting as their commissary.</li> <li>• Thus, you must complete a commissary agreement for each of the vendors. <ul style="list-style-type: none"> <li>◦ This agreement lets us know that your vendors are getting these services from you, and that you are aware of their need as a food vendor.</li> </ul> </li> <li>• View a template commissary agreement. <a href="https://bit.ly/3MwMz8t">https://bit.ly/3MwMz8t</a></li> </ul>
<b>Does my bar need to be licensed?</b>	<ul style="list-style-type: none"> <li>• Operations that serve mixed drinks where ice and garnishes are handled will need to hold a temporary event vendor license.</li> <li>• Operations only serving beer or wine from the original container do not require licensure. It is recommended that these operations have a hand washing station.</li> </ul>
<b>How do I get a sign off for my liquor license?</b>	Once we have reviewed your application, vendors are approved, and no other issues remain, we will issue approval. Liquor licensing uses this approval for their licensing.
<b>Am I liable for my food vendors?</b>	<ul style="list-style-type: none"> <li>• As the event coordinator, you are responsible for ensuring that your food vendors are approved and are following food safety guidelines.</li> <li>• If MCPH has repeated enforcement with a vendor or event, the event may incur additional fees.</li> </ul>

## Still have questions?

Reach out to our Environmental Health Team:

By email: [Environmental.health@mesacounty.us](mailto:Environmental.health@mesacounty.us)

By phone: 970-683-6630