



City of Minneapolis
Licenses and Consumer Services
 250 South 4th Street – Room 300
 Minneapolis, MN 55415
 Phone: 612-673-3000 Fax: 612-673-2635

For Office Use Only
Check # _____
Amount \$ _____
Date: _____
Permit ID # _____

Event Food Sponsor Permit Guidelines and Checklist

An **Event Food Sponsor Permit** must be obtained from the Division of Environmental Health for community events or celebrations that involve dispensing food and/or beverages to the Public.

Fee Scale

\$87.00 for an Event with 1-10 vendors
\$174.00 for an Event with 11-20 vendors
\$261.00 for an Events with 20+ vendors

The Event Food Sponsor Fee includes one free Short-Term Food Permit and an unlimited number of drink vendors pouring only non-potentially hazardous beverages from a keg, bottle or can, without ice and without garnish.

Event Food Sponsors are responsible for collecting and submitting completed Short-Term Food Applications from all the vendors at an event, informing vendors when their permits are approved, and ensuring compliance with all food safety requirements at the event. An individual vendor not listed on this application found to be dispensing food at this event without a permit will result in minimum citations of \$200 for both vendor and Event Food Sponsor.

The Event Food Sponsor must submit this completed application with payment and all Short-Term Food Permit Applications with payment from participating vendors to the above address **AT LEAST 10 BUSINESS DAYS** prior to the event start-date.

- Application packets received less than 10 business days prior to the event must pay a **double fee** for each Short-Term Food Permit. Applications received less than two business days prior to event may not be approved or may be restricted.
- Make checks payable to **Minneapolis Finance**.
- Vendors with Seasonal Food Permits must be listed on the Event Food Sponsor Permit Application (p. 2) but do not need to submit an application.

Staff Initials	Application Checklist Submit completed items below to: Minneapolis Development Review 250 South 4 th Street 300 Public Service Center Minneapolis, MN 55415
	<input type="checkbox"/> 1. Event Sponsor Permit Application – Form #1
	<input type="checkbox"/> 2. _____ # Short Term Food Permit Applications and Payment Attached _____ # Short Term Food Permit Applications and Double Payment Attached if submitted less than 10 business days prior to event.
	<input type="checkbox"/> 3. Fee based on the number of vendors: <input type="checkbox"/> \$87. <input type="checkbox"/> \$114. <input type="checkbox"/> \$174. <input type="checkbox"/> Minneapolis Convention Center Events: 50% of fee, based on number of vendors: <input type="checkbox"/> \$43.50 <input type="checkbox"/> \$87 <input type="checkbox"/> \$130.50 <input type="checkbox"/> Minneapolis Park Board Events: 50% of fee, based on number of vendors: <input type="checkbox"/> \$43.50 <input type="checkbox"/> \$87 <input type="checkbox"/> \$130.50

VENDORS AND EVENT FOOD SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS

All vendors must complete the [Event Food Booth Self-Inspection Form](#) prior to opening on the first day of an event. Copies are available on our website: <http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

Contact Minneapolis Health Department, Environmental Health for additional information on applications and food safety: 612.673.2301 or health@minneapolismn.gov



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For Office Use Only

Check # _____
 Amount \$ _____
 Date: _____
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Event Food Sponsor Permit Application

NAME OF EVENT: <i>(PLEASE PRINT)</i>		ADDRESS OF EVENT:		
DATE(S) OF EVENT:		EVENT START TIME:		EVENT END TIME:
SPONSORING ORGANIZATION:	ADDRESS OF SPONSORING ORG:	CITY:	STATE:	ZIPCODE:
CONTACT PERSON FROM SPONSORING ORG:	EMAIL ADDRESS OF CONTACT PERSON:		TELEPHONE:	
Minneapolis Convention Center Events, ONLY: Name of Convention Center Coordinator				

BEVERAGE ONLY VENDORS (NON-POTENTIALLY HAZARDOUS BEVERAGES DISPENSED FROM CAN, BOTTLE OR KEG; NO ICE, NO GARNISH) - NO ADDITIONAL COST. EVENT FOOD SPONSOR MUST LIST THE BEVERAGE ONLY VENDORS				
NO.	BEVERAGE VENDOR / BUSINESS NAME	CHECK IF VENDOR MEETS ABOVE CRITERIA	ADDRESS	TELEPHONE
1				
2				
3				

LIST ADDITIONAL BEVERAGE ONLY VENDORS ON SEPARATE SHEET OR PROVIDE SPREADSHEET FOR LARGE EVENTS

FOOD/ BEVERAGE WITH GARNISH AND/OR ICE OR POTENTIALLY HAZARDOUS BEVERAGE VENDORS - EVENT FOOD SPONSOR MUST LIST ALL PARTICIPATING FOOD/BEVERAGE VENDORS' NAMES, ADDRESSES & TELEPHONE NUMBERS.				
<i>An Individual Vendor Not Listed On This Application Found To Be Dispensing Food At This Event Without A Permit Will Result In Minimum Citations Of \$200 For Both Vendor And Event Food Sponsor.</i>				
NO.	VENDOR / BUSINESS NAME	SEASONAL PERMIT # (LEAVE BLANK FOR SHORT-TERM APPLICANTS)	ADDRESS	TELEPHONE
(FREE)				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

**EVENT SPONSORING PERMIT APPLICATION
VERIFICATION – READ AND INITIAL**

Applications without initials and/or signatures will not be processed and will be returned to the applicant.

____ As the Event Food Sponsor, I understand applications must be submitted at least 10 business days prior to
(initials) the event. If my Event Food Sponsor Permit Application is received less than two days prior to the event, some vendors may not be approved or the menu may be restricted. Once the Application is approved, NO changes may be made without submitting a revised Event Food Sponsor Permit Application Form, and approval by the Health Officer. Unauthorized changes may be subject to permit suspension.

____ I have read and understand the hand washing station requirements.
(initials)

____ I have received the Event Food Booth Self-Inspection Form and will remind vendors to complete a form
(initials) prior to operating on the first day of the event. . (pp. 5-6)

____ I have received and read the Minneapolis Guidelines for Dispensing Foods at Events & Markets. (p. 7)
(initials)

____ I understand the following conditions will warrant immediate vendor closure:

- (initials)
- Lack of a current permit number approved by Environmental Health;
 - More than two stands per permit;
 - Lack of a hand washing station, unless all items are packaged or in bottles, cans or kegs;
 - Foods prepared at/or brought from home;
 - Critical violations and/or imminent health hazards;
 - Lack of equipment or capacity to hold potential hazardous foods at required temperatures.

SIGNATURE OF APPLICANT: (Sponsor agrees to comply with the Mpls Food Code Requirements)

DATE:

VENDORS AND EVENT FOOD SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS

All vendors must complete the [Event Food Booth Self-Inspection Form](http://www.minneapolismn.gov/licensing/) prior to opening on the first day of an event. Copies are available on our website: <http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

ENVIRONMENTAL HEALTH SIGNATURE APPROVAL:

DATE:

ENVIRONMENTAL HEALTH COMMENTS:



Provided By:
 Minneapolis Health Department
 Food, Lodging & Pools Unit
 Phone: 612-673-2301
health@minneapolismn.gov

Event Food Booth Self-Inspection

(TO BE COMPLETED WHEN SETTING UP ON EVENT DAY)

VENDORS AND EVENT SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS

Additional copies of this form are available on our website:

<http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

	BOOTH REQUIREMENTS	Complies?		COMMENTS
		YES	NO	
1.	Permits			
a.	Short-Term Permit # is listed on Event Sponsor's Event Certificate			
b.	A knowledgeable person in charge is present			
2.	Hand Washing Station <i>(Immediate closure if out of compliance)</i> (Unless all items are packaged or in bottles or cans when served)			
a.	Minimum 5-gallons warm water			
b.	Container with hands-free spigot			
c.	5-gallon waste water container			
d.	Pump soap and paper towels			
3.	Floor, Walls, Ceiling (Unless all items are pre-packaged or in bottles or cans)			
a.	Floors smooth & cleanable.			
b.	Provide flooring if on grass, gravel, or dirt surfaces.			
b.	Entire booth has overhead protection (tent or canopy)			
4.	Food Source/Menu <i>(Immediate closure if out of compliance)</i>			
a.	Food not prepared and/or not stored at home. <i>(Exemption- vendors listed in MN Statute 28A.15)</i>			
b.	Licensed Commercial Kitchen used for foods prepared offsite.			
c.	Only foods approved on the application form are served.			
5.	Employee Hygiene – <i>(Training required)</i>			
a.	Employees wash hands upon entering the booth.			
b.	Employees keep hands clean and wash hands often.			
c.	Employees do not have these symptoms: vomiting, diarrhea			
d.	Gloves or utensils are used - no bare hand contact with food			
e.	Employees have hair restraints or hats. Clean clothing.			
f.	No eating, drinking, or smoking in the booth.			
g.	Pets are not allowed in the booth.			
6.	Food Temperature Control			
a.	Hot foods held at 140°F or above.			
b.	Cold foods held at 41°F or below.			
c.	Adequate equipment to maintain temperatures hot or cold.			
d.	Mechanical refrigeration required for potentially hazardous foods. (Ice cooler allowed only by Short-Term Permit vendors at events 4 hours or less.) Seasonal Permit vendors must use NSF mechanical.			
e.	No potentially hazardous food stored at room temperature.			
f.	Fire extinguisher provided if cooking.			
g.	Calibrated thermometer with range 0 – 220°F provided.			

BOOTH REQUIREMENTS		Yes	No	COMMENTS
7.	Storage			
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.			
b.	Ice chest is able to be drained.			
c.	All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed, waterproof box.			
8.	Ice			
a.	Ice stored in waterproof container and kept covered.			
b.	Ice used for refrigeration is not used for consumption.			
c.	Ice bags never come into contact with the ground.			
d.	Ice is not handled with bare hands.			
9.	Cooking			
a.	Raw poultry is cooked to at least 165°F.			
b.	Raw ground beef or pork is cooked to at least 155°F.			
c.	Raw steak, pork, fish or eggs are cooked to at least 145°F.			
d.	Items previously cooked & cooled at the commissary must be reheated to 165°F.			
e.	Cooking and cooling of foods on-site for reuse is prohibited.			
10.	Food Protection			
a.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.			
b.	All open food is protected from customer contamination.			
11.	Food Equipment			
a.	Good repair – no corrosion, cracks or chips			
b.	Food-grade – smooth, easily cleanable, non-absorbent			
c.	Extra utensils including tongs, spatulas, spoons available			
12.	Sanitizer			
a.	Unscented Bleach or Quaternary (Quat) sanitizer available			
b.	Sanitizer test strips available			
c.	Bleach concentration at 50-200 ppm or Quat at 200-400 ppm			
d.	Wiping cloths stored in bucket with sanitizer water			
e.	Separate sanitizer bucket for raw meat/poultry area			
13.	Dish Washing (Required if equipment/utensils are used for potentially hazardous food for 4 hours or longer.)			
a.	Three 5-gallon buckets or tubs available:			
b.	(1) Wash in soapy warm water			
c.	(2) Rinse in clean warm water			
d.	(3) Sanitize in warm water with proper concentration			
e.	All food equipment and utensils washed, rinsed and sanitized prior to use each day, and at least once every four hours during event.			
14.	Garbage			
a.	Garbage containers with plastic liners provided in booth.			
15.	Lighting			
a.	Adequate lighting is available during night events.			
b.	Light bulbs are shielded or shatterproof.			
16.	End of Day Clean-Up			
a.	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).			
b.	Food and equipment stored in a secure location overnight.			
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease.			
17.	Miscellaneous			
a.	Name of the facility is posted and visible to customers.			
b.	Self-Inspection sheet is complete and available for Event Sponsor and Inspector to view.			

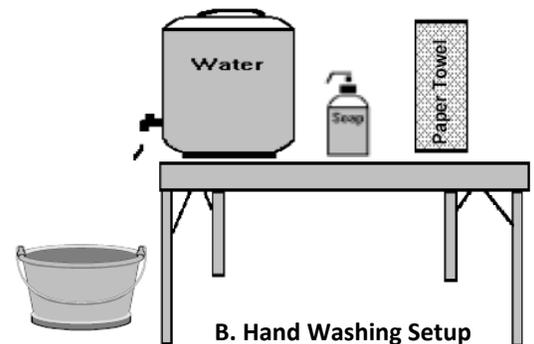
GUIDELINES FOR DISPENSING FOODS AT EVENTS & MARKETS

Vendors, Event Sponsors and Market Managers are responsible for implementing Food Safety Standards

1. Provide electricity needs for cooking and lighting. NOTE: LP bottled gas (propane) greater than 20 pounds requires a permit from the Minneapolis Fire Department (612-673-3288). Gas hose must be constructed of rigid copper, black iron or galvanized pipe. Provide a fire extinguisher.
2. Provide a tent or canopy for the food stand. If at an event where the tent/canopy is on grass or dirt surface, you MUST provide flooring (mats, plywood, etc.) for the booth.
3. Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor. **Label chemicals** and store soap, sanitizer, insect sprays and chemicals away from food and food related items.
4. Prepare all food in a licensed commercial kitchen or onsite. Home prepared foods are allowed **ONLY** for vendors listed in MN Statute 28A.15.
5. Transport all food products in insulated, covered (picnic) chests in clean vehicles.
6. Use mechanical refrigeration for keeping potentially hazardous foods cold.
7. **Reheat** food quickly to **165°F** and **hold at 140°F or higher**. Outdoor use of “**Sterno**” and chafing dishes is **prohibited**.
8. Keep potentially hazardous foods, such as meats, fish, poultry, cooked rice, and salads at **41°F or colder or 140°F or hotter**. Provide a metal-stem thermometer.
9. Prepare and serve all foods out of reach of the customers. Self-service is prohibited unless proper utensils are provided such as individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, paper plates for bread samples, etc.
10. Wear clean clothing and practice good personal hygiene. No smoking is **ALLOWED** in the food booth. **NO** eating or drinking (from open containers) at the food service/display counters.
11. **HAND WASHING:** WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD. Hand washing equipment (illustrations A and B) **MUST** be located within 10 feet of the food stand.
 - a. Provide soap, running water, paper towels, and catch bucket.
 - b. Hands **MUST** be washed with running water and soap.
12. A hand washing device supplied with running water at a temperature between 70°F and 110°F, soap, nail brush, and paper towels must be provided at all stands where food is prepared. (See illustration A)
13. For stands that are disassembled after each use, a gravity-fed hand washing device and three containers of sufficient size to immerse utensils (illustrations B and C) may be used in lieu of these requirements if:
 - a. only beverages are served from their original containers or bulk beverage dispenser;
 - b. only prepackaged, non-potentially hazardous food is sold, prepared, or served; or
 - c. the menu is limited to prepackaged potentially hazardous foods cooked or prepared to order, or precut or prewashed foods that have been obtained from a licensed food establishment.
14. **UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets big enough to accommodate the largest utensil. (See illustration C)
 - a. Wash bucket: dish soap and water
 - b. Rinse bucket: clean water
 - c. Sanitizer bucket: bleach/quat and water (1 tablespoon bleach for each gallon of water)
 - d. Provide **test strips** to monitor sanitizer concentration (50 – 220 PPM for Chlorine; 200-400 PM for Quaternary)
15. Failure to comply with the above guidelines can result in a (1) citation (2) closure of food booth or (3) denial of future permits.



A. Hand Washing Station
Required for food prepared onsite



B. Hand Washing Setup
Suitable for food prepared offsite

