



City of Minneapolis Health Department
Environmental Health – Food, Lodging, and Pools
250 South 4th Street – Room 510
Minneapolis, MN 55415
Phone: 612-673-3000 or 311 Fax 612-673-2635
TTY: 612-673-2157
<http://www.minneapolismn.gov/CivicEvents>
EnvironmentalHealthPermit@minneapolismn.gov

Minneapolis Event Food Sponsor Permit Instructions and Application

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.
Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500

Event Food Sponsor Permit Fee Scale

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

APPLICATIONS AND PAYMENT MUST BE RECEIVED AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT START DATE, OR LATE FEES WILL APPLY.

Items Needed for the Event Food Sponsor Permit:

Event Food Sponsor Permit application

You must complete all sections and list all vendors taking part.

Note: As the Event Food Sponsor, you may also provide food or beverage. Simply fill out your own Short Term Food Permit application, and list your organization's or business's name used on that permit in the FREE vendor line of the Event Food Sponsor Permit application. The Event Food Sponsor Permit always covers the fee of the first vendor.

Short Term Food Permit application(s) for each vendor

Short Term Food Permit Applications are not needed for:

- ✓ Pour-Only vendors, to be included as part of Event Food Sponsor Permit
- ✓ Licensed Minneapolis Mobile Food Vehicle(food truck) vendors
- ✓ Licensed Minneapolis Limited Mobile Food vendors
- ✓ Vendors with a Minneapolis Seasonal Food Permit
- ✓ Cottage Food Law exempt vendors registered with the Minnesota Department of Agriculture (Look up Cottage Food Law exempt vendors at <http://www2.mda.state.mn.us/webapp/lis/default.jsp>)
- ✓ Product of the Farm exempt vendors

If the Event Sponsor will be selling or giving away food, they need to complete their own Short Term Food Permit application.

Payment(s) for all fees

If you send your application and fees by mail or in person, separate checks are allowed. All checks should be payable to Minneapolis Finance.

If you send your application by email or fax, one credit card payment is required for all fees. We will contact you for credit card information.

Find complete payment information in Section E on the application.

Temporary Expansion of License

If you have an approved Temporary Expansion of License and your establishment is the only food or beverage vendor at your event, there is no Event Food Sponsor fee. Provide temporary expansion information.

Event Food Sponsor Permit Application Instructions by Section:

Section A – Event Information

Enter event and contact person's information. The permit will be sent to this email.

Public events at the Minneapolis Convention Center receive reduced fees for both your Event Food Sponsor Permit and your vendors' Short Term Food Permits. The name of your Minneapolis Convention Center Event Coordinator *must* be listed on the application. Private events do not require Minneapolis food permits. Trade shows are an example of a private event.

Section B – Pour Only Vendors

An unlimited number of pour-only vendors can be listed by the Event Food Sponsor under their own permit. Pour-only vendors do not need to fill out a Short Term Food Permit and do not need to pay a fee. Pour-only vendors do not increase Event Sponsor's fees based on the number of vendors. This option is for vendors who serve or sample only non-Potentially Hazardous Food (wine, beer, water, soft drinks) from a keg, bottle or can. Beverages *must be* served without ice and without garnish. Hand washing set-up is not required at pour-only vendor stands.

Section C – Food and Beverage Vendors

List food and beverage vendors (except pour-only vendors listed in section B).

- Food and beverage vendors including those applying for a Minneapolis Short Term Food Permit.
- Vendors that do not need a Short Term Food Permit:
 - ✓ Pour-Only vendors, to be included as part of Event Food Sponsor Permit
 - ✓ Licensed Minneapolis Mobile Food Vehicle(food truck) vendors
 - ✓ Licensed Minneapolis Limited Mobile Food vendors
 - ✓ Vendors with a Minneapolis Seasonal Food Permit
 - ✓ Cottage Food Law exempt vendors registered with the Minnesota Department of Agriculture
[Look up Cottage Food Law exempt vendors.](http://www2.mda.state.mn.us/webapp/lis/default.jsp) Full URL: <http://www2.mda.state.mn.us/webapp/lis/default.jsp>
 - ✓ Product of the Farm exempt vendors
- If your organization or business is providing food or beverage at the event, list it on line 1 as the FREE vendor. Then be sure to fill out your own Short-Term Food Permit application describing the food or beverage you will serve. If you have more than 10 food or beverage vendors, list additional vendors on a separate sheet or spreadsheet.

Section D – Verification and Signature

Read and verify each item. Sign and date your application.

Section E – Sending in your Application(s) and How to Pay your Fees

Calculate the total Food Permit Fees using the table below. Enter the amounts in the table. You may send in your applications by mail, in person, by email or by secure fax. If you send your applications by email, we will call you for payment by credit card. If you send your applications by secure fax, you may write your credit card information in the section provided. See Section E on the application for more information on how to pay your fees.

Calculating Total Fees	
➤ Late fees apply to all applications received within 10 business days of the event start date.	
\$	1. Fee for Event Food Sponsor Permit <input type="checkbox"/> \$87.00 for event with 1-10 food or beverage vendors <input type="checkbox"/> \$174.00 for event with 11-19 food or beverage vendors <input type="checkbox"/> \$261.00 for event with 20 or more food or beverage vendors <input type="checkbox"/> \$43.50 for event at Minneapolis Convention Center <input type="checkbox"/> No Fee for Temporary Expansion (liquor) license if your establishment is the only vendor
Free	2. One FREE Short Term Food Permit application <input type="checkbox"/> Free X 1
\$	3. Fee for Additional Short Term Food Permit applications – submitted on time <input type="checkbox"/> \$87.00 X _____ number of additional applications <input type="checkbox"/> \$43.50 X _____ number of additional applications, when event is at the Mpls Convention Center
\$	4. Fee for Additional Short Term Food Permit applications – submitted late <input type="checkbox"/> \$174.00 X _____ number of additional late applications <input type="checkbox"/> \$87.00 X _____ number of additional late applications, when event is at the Mpls Convention Ctr
\$	5. Total Food Permit Fees

Questions about this application?

Contact the Minneapolis Health Department, Environmental Health at 612-673-3000 or
EnvironmentalHealthPermit@minneapolismn.gov

Event Food Booth Self-Inspection Checklist (application pages 6 and 7)

Remind vendors they must complete the [Event Food Booth Self-Inspection checklist](#) during set-up on the first day of the event. The Event Food Booth Self-Inspection Checklist is included in the Short Term Food Permit application. Self-Inspection Checklist full URL:

<http://www.ci.minneapolis.mn.us/www/groups/public/@health/documents/webcontent/wcmssp-195240.pdf>

Minneapolis Guidelines for Dispensing Food or Beverages at Events and Markets (application page 8)

The Event Food Sponsor should be familiar with the food safety standards in these [Guidelines](#). The Short Term Food Permit application includes the Guidelines for your vendors. Guidelines full URL:

<http://www.ci.minneapolis.mn.us/www/groups/public/@health/documents/webcontent/wcmssp-194713.pdf>

Preparing for a safe event

Upon approval, your Event Food Sponsor Permit certificate will be sent to the email on your application.

You are responsible for telling your vendors their application has been approved.

- Remind vendors to complete the [Event Food Booth Self-Inspection](#) checklist before selling or giving away food.
- Know the [Minneapolis Guidelines for Dispensing Food or Beverages at Events and Markets](#).
- Remind vendors of these important MN Food Code requirements:
 - Handwashing washing requirements.
 - Mechanical refrigeration requirements.
 - Preventing bare hand contact with food by using gloves, tongs or other tools.

Make sure only permitted vendors serve food at your event. An individual vendor not approved by Minneapolis Environmental Health found selling or giving away food at your event may result in minimum citations of \$200 for both the vendor and the Event Food Sponsor.



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For Office Use Only	
Payment Type _____	
Check # _____	
Amount _____	
LIC # _____	

Minneapolis Event Food Sponsor Permit Application

- Applications and payment(s) must be received at least 10 Business Days before the event start date or late fees will apply. Applications received within 2 business days may not be approved, or may be restricted.
- A permit will be issued only after approval by the Division of Environmental Health.

Section A – Event Information				
Name of Event		Address of Event		
Date(s) of Event		Event Start Time		Event End Time
Sponsoring Organization	Address of Sponsoring Organization		City	State Zip Code
Name of Event Food Sponsor (First, Last)	Email Address of Event Food Sponsor		Telephone	
Minneapolis Convention Center Events, ONLY – Name of Convention Center Event Coordinator				

Section B – Pour Only Vendors				
(Serving only Non-Potentially Hazardous beverages from can, bottle or keg; no ice, no garnish) Attach spreadsheet if needed.)				
No.	Pour Only Vendor / Business Name	Check if Vendor Meets Criteria	Address	Telephone
1				
2				
3				

Section C – Food and Beverage Vendors				
No.	Vendor / Business Name	Permit or License No. - Leave blank for Short Term vendors	Address	Telephone
1 (FREE)				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Section D – Verification and Signature

Please Read and Initial

Applications without initials and/or signatures will be returned to the applicant unapproved.

X ____ I understand my application must be submitted at least 10 business days prior to the event or Farmers' Market.

- If my application is received less than two days prior to the event, it may not be approved or the menu may be restricted.
- Once my application is approved, NO changes may be made without the approval of Environmental Health. Unauthorized changes may result in a permit suspension.

X ____ I have read and understand the hand washing station requirements. (Page 8)

X ____ I have received the Event Food Booth Self-Inspection form and understand that I must complete the Self Inspection checklist prior to operating each stand on the first day of operations.

X ____ I have received and read the Minneapolis Guidelines for Dispensing Foods at Events and Markets. (p.8)

X ____ I understand that I need to label all packaged, canned and bottled items I prepare and sell with the following information:

- Name and address of manufacturer.
- A list of all ingredients in descending order by weight.
- A top list of 8 allergens.

X ____ I also understand that I need to be able to tell customers about ingredients and allergens in the ready to eat foods.

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

- Lack of a current permit number approved by Environmental Health.
- More than two stands per permit.
- Lack of a handwashing 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 potentially hazardous foods at required temperatures.

Applicant Signature: _____ **Date:** _____

Health Inspector Signature: _____ **Date:** _____

Section E – Sending in your Application(s) and How to Pay your Fees

Payment Options

Applications and payments must be received AT LEAST 10 BUSINESS DAYS prior to the event start date or late fees will apply.

Applications received less than 2 business days prior to the event may not be approved or could be restricted.

Mail (fees paid by check(s), payable to Minneapolis Finance -

Minneapolis Environmental Health
250 South 4th Street – Room 510
Minneapolis, MN 55415

In Person (fees can be paid by check, cash or credit card)

Minneapolis Environmental Health
250 South 4th Street – Room 300 (3rd Floor)
Minneapolis, MN 55415

(Free Parking located behind the building. Enter lot from South 3rd St. between 3rd Ave S and 2nd Ave S)

Email (fees paid by credit card - City staff will contact you by phone to obtain payment information.)

Email to EnvironmentalHealthPermit@minneapolismn.gov

Do Not include credit card number on the application.

Secure Fax (Please include payment information here). **Fax number is 612-673-2635.**

Attention: Submit Food Permits _____

Credit Card Number: _____

Expiration Date: _____

CVV Code (located on back of card): _____

Billing Zip Code: _____



Provided By: Minneapolis Health Department Food, Lodging, & Pools Unit Phone: 612-673-3000	<h2 style="margin: 0;">Event Food Booth</h2> <h3 style="margin: 0;">Self-Inspection Checklist</h3> <p style="margin: 0;">(To be Completed When Setting Up on Event Day)</p>
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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/CivicEvents>

	Booth Requirements	Yes	No	Comments
1.	Permits			
a.	Permit number 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>			
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, and Ceiling (Unless all items are pre-packed or in bottles or cans)			
a.	Floors smooth and cleanable			
b.	Provide flooring on grass, gravel or dirt surfaces			
c.	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 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 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 foods			
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 for 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			
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 in a closed, waterproof box			

	Booth Requirements	Yes	No	Comments
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 foods 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 an 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.	End of Day Clean-Up			
a.	Name of facility is posted and visible to customers			
b.	Self-inspection sheet is complete and available for Event-Sponsor and Inspector to view			

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Guidelines for Dispensing Food at Events and Markets

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

1. All vendors must complete the Event Food Booth Self-Inspection checklist before opening on the first day of an event.
2. Liquid Propane tanks over 20 pounds require a permit from Minneapolis Fire Inspection Services. For permit application call 311 or outside Minneapolis call (612) 673-3000. Gas hose must be constructed of rigid copper, black iron or galvanized pipe.
3. All vendors must have a fire extinguisher.
4. All food stands must have a tent or canopy. If you are at an event where the tent or canopy is on grass or dirt, you **MUST** provide flooring (mats, plywood, etc.) for the Food Stand. Exception: Flooring is not needed if all foods and beverages are packaged and remain unopened when served.
5. 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.
6. Prepare all food in a licensed commercial kitchen or onsite. Home prepared foods are allowed **ONLY** for vendors listed in MN Statute 28A.15.
7. Transport all food products in insulated, covered (picnic) chests in clean vehicles.
8. Use **MECHANICAL REFRIGERATION** to keep potentially hazardous foods cold.
Exception: Insulated coolers with ice may be substituted by Short Term vendors **ONLY** when the event is 4 hours or less. (Seasonal Vendors must always use mechanical refrigeration)
9. Always keep potentially hazardous foods, such as meats, fish, poultry, cooked rice and salads, at 41°F or colder or 140°F or hotter. Use a metal-stem thermometer to check temperatures.
10. **Reheat** food quickly to **165°F** and **hold at 140°F or higher**. Using **Sterno™** and chafing dishes is **not allowed**.
11. Prepare and serve all foods out of reach of the customers. Self-service is not allowed unless proper utensils are provided such as: individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, etc.
12. Wear clean clothing and practice good personal hygiene. **NO** smoking is allowed in the food booth. **NO** eating or drinking (from open containers) is allowed at the food service and display counters.

HAND WASHING: WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD.

Hand washing equipment **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.

13. Provide hand washing setup (Illustration A & B). If using gravity fed set-up (Illustration B), supply with a minimum of 5 gallons running water from an insulated container with a hands-free spigot which can be turned on and off. The water must be potable (safe to drink), clean, and warm (between 70°F and 110°F). The water must flow over your hands into a bucket of equal or larger volume than the water container. Gravity fed devices must have a minimum of 2 inches water above the spigot.

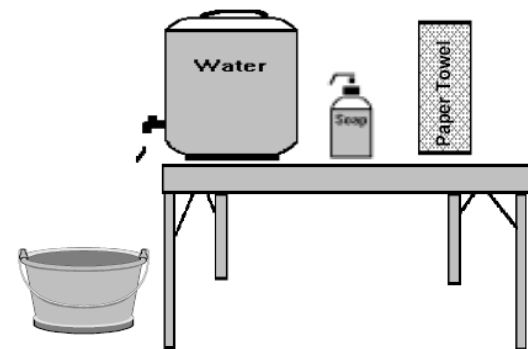
14. **UTENSIL WASHING EQUIPMENT:** Use three labeled buckets large enough to accommodate the largest utensil. (See illustration C)

- a. Wash bucket: dish soap and water
- b. Rinse bucket: clean water
- c. Sanitizer bucket: bleach or quat and water (follow the directions on sanitizer bottle)
- d. Provide **test strips** to monitor sanitizer concentration (50 – 200 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 Setup



B. Hand Washing Setup

C. Utensil Washing Setup

