

## Items Needed for the Event Food Sponsor Permit:

### Event Food Sponsor Permit application

### Short Term Food Permit application for each vendor

Collect a Short Term Food Permit application from each food or beverage vendor unless they hold one of the following:

- A Minneapolis Mobile Food Vehicle (food truck) license
- A Minneapolis Limited Mobile Food license
- A Minneapolis Seasonal Food Permit
- A Cottage Food Law exemption registered with the Minnesota Department of Agriculture
- A Product of the Farm exemption

For vendors holding one of the above simply obtain permit, registration number, or license information. All license applications can be found at [www.minneapolismn.gov/civicevents](http://www.minneapolismn.gov/civicevents)

### Payment for all fees

If you send your application and fees by mail or in person, separate checks are allowed. If you send your application by email or fax, one credit card payment is required for all fees. Find complete payment information in Section E on the application.

### Temporary Expansion of (liquor) License

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

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 agents 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

## How do I complete the application?

- 1 Complete the Event Food Sponsor Permit Application sections A-E.
- 2 Submit your application and fees along with all Short Term Food Permit applications from vendors at least 2 weeks before the event begins.
- 3 Save the Food Vendor Checklist (pages 8-9) to fill out during set-up on the first day of the event.

## Terms and Definitions

Use the definitions below to help you complete this application. Keep this page for future reference.

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### Vendor Types

- Cottage Food Law exempt vendors registered with the Minnesota Department of Health.** An individual who prepares and sells home processed food that are not potentially hazardous food directly to the consumer, and meets the requirements of MN Stat 28A.152. Look up Cottage Food Law exempt vendors at <http://www2.mda.state.mn.us/webapp/lis/default.jsp>
- Short Term Food Permit vendor.** Person(s) who plan to sell or give away food or beverages at a public food event.
- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors.** A food establishment preparing and/or serving foods from a self-contained vehicle, either motorized or within a trailer on private property or curbside on public streets.
- Licensed Minneapolis Limited Mobile Food vendors.** An individual who sells prepackaged items such as ice cream, pop, candy, and/or potato chips from a vehicle.
- Pour-only vendors.** Vendors serving only non-Potentially Hazardous beverages from a can, bottle or keg with no ice or garnish are pour-only vendors. Examples include wine and beer sampling.
- Product of the Farm exempt vendors.** A market vendor who sells products that are grown, raised or harvested on land owned or leased by grower, with no off-farm ingredients, including vegetables, fruits, eggs, meats, plants, flowers, honey, maple syrup etc. as recognized by MN Stat 28A.15.
- Vendors with a Minneapolis Seasonal Food Permit.** Vendors who hold a current and approved Minneapolis Seasonal Food Permit.

### Food Safety

- Cold holding.** Cold food items stored at or below 41°F.
- Cook or bake.** Food item that will be cooked or baked before serving.
- Cool.** Cooked or baked food items cooled before serving.
- Cut or assemble.** Food item requires mixing, handling, assembly on a surface and/or cutting before being served.
- Hot holding.** Hot food items stored at or above 140°F.
- Portion packaging.** Food item packaged or repackaged into different container(s) before serving.
- Potentially Hazardous Food (PHF).** Any perishable food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. <http://www.mda.state.mn.us/food/safety/minn-food-code-fact-sheets/potentially-hazardous-food.aspx>
- Reheat.** Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding.
- Safe temperatures.** As applies to potentially hazardous foods, means Temperatures of 41°F or below, or 140°F or above.
- Storage.** Food item that will require storage after preparation but before serving.
- Thaw.** Frozen food items that require thawing before serving.

### Other

- Licensed commercial kitchen.** A retail or production food facility currently licensed by the Department of Health, Department of Agriculture or local food licensing agency. Proof of licensure or permission to use the facility may be required.
- Event Food Sponsor.** Person(s) named responsible on the Event Food Sponsor permit for organizing the public food event.

# 1 Event Food Sponsor Permit Application

Event Food Sponsors must complete all sections and list all vendors taking part.

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 or business 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.

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For Office Use Only			
Payment type	Check #	Amount	LIC #

## A Event Information

Event name		Location of the event	
Start date of the event	End date of the event	Start time of the event	End time of the event
Name of the sponsoring organization		Name of event food sponsor (last, first)	
Street address of the sponsoring organization			
City		State	Zip code
Email address of the event food sponsor		Telephone number of the event food sponsor	
Name of Convention Center Event Coordinator <i>(Minneapolis Convention Center events only)</i>			

**B Pour-Only Vendors – Check if vendor meets criteria**

**Pour-only vendors.** Vendors serving only non-Potentially Hazardous beverages from a can, bottle or keg with no ice or garnish are pour-only vendors. Examples include wine and beer sampling.

An unlimited number of pour-only vendors can be listed. Pour-only vendors do not need to fill out a Short Term Food Permit and do not need to pay a fee. *(Include a spreadsheet for additional vendors)*

1. Business name of the pour-only vendor	Telephone number of the pour-only vendor
2. Business name of the pour-only vendor	Telephone number of the pour-only vendor
3. Business name of the pour-only vendor	Telephone number of the pour-only vendor

**C Food and Beverage Vendors**

List food and beverage vendors, except pour-only vendors listed in Section B, including those applying for a Minneapolis Short Term Food Permit. If you have more than 10 food and beverage vendors, list additional vendors on a separate sheet or spreadsheet.

\*All City of Minneapolis license or permit numbers begin with "LIC." A typical license number may look like LIC352946. *(Leave blank for Short Term Vendors)*

Free	1. Business name of the food and beverage vendor	Telephone number of the food and beverage vendor
	Permit or license number*	
	2. Business name of the food and beverage vendor	Telephone number of the food and beverage vendor
	Permit or license number*	
	3. Business name of the food and beverage vendor	Telephone number of the food and beverage vendor
	Permit or license number*	

**CONTINUED**

**C Food and Beverage Vendors – Continued**

**4.** Business name of the food and beverage vendor

Permit or license number\*

Telephone number of the food and beverage vendor

**5.** Business name of the food and beverage vendor

Permit or license number\*

Telephone number of the food and beverage vendor

**6.** Business name of the food and beverage vendor

Permit or license number\*

Telephone number of the food and beverage vendor

**7.** Business name of the food and beverage vendor

Permit or license number\*

Telephone number of the food and beverage vendor

**8.** Business name of the food and beverage vendor

Permit or license number\*

Telephone number of the food and beverage vendor

**9.** Business name of the food and beverage vendor

Permit or license number\*

Telephone number of the food and beverage vendor

**10.** Business name of the food and beverage vendor

Permit or license number\*

Telephone number of the food and beverage vendor

**D Verification**

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

Check to verify that you understand the requirements.

**I understand my application must be submitted at least 2 weeks prior to the event.**

- 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.

**I have read and understand the hand washing station requirements on page 10.**

**I have received and read the Food Vendor Guidelines on page 10.**

**I understand hand washing must be set up within 10 feet, if serving open food or beverage.**

**I understand my food or beverage service will be immediately closed for any of these reasons:**

- Serving opened food or beverage without hand washing
- Preparing or bringing food from home or from an unlicensed facility
- Contamination or other immediate health hazards
- Not bringing enough equipment to hold potentially hazardous foods at required temperatures

Applicant signature

Date

## Preparing for a Safe Event

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.

**Food Vendor Checklist** (pages 8 and 9)

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.

**Food Vendor Guidelines** (page 10)

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.

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 Short Term Food Permit application(s) has been approved.

Documents available at: <http://www.minneapolismn.gov/civicevents>

**E Payment**

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.

<b>1. Fee for Event Food Sponsor Permit</b>			
\$87.00	for event with 1-10 food or beverage vendors		\$
\$174.00	for event with 11-19 food or beverage vendors		\$
\$261.00	for event with 20 or more food or beverage vendors		\$
\$43.50	for event at Minneapolis Convention Center		\$
	No fee for Temporary Expansion (liquor) License if your establishment is the only vendor		\$
<b>2. One free Short Term Food Permit application</b>			
Free	×	1	\$ 0.00
<b>3. Fee for Additional Short Term Food Permit applications – submitted on time</b>			
\$87.00	×	of additional applications	\$
\$43.50	×	of additional applications, when event is at the Minneapolis Convention Center	\$
<b>4. Late Fees</b>			
		Fees are doubled for each application submitted less than 2 weeks prior to the event start	\$
<b>Total Food Permit Fees</b>			\$

**2 Application Submission and Fees**

Applications and payments must be received at least 2 weeks prior to the event start date or late fees will apply. If applications are turned in late, Event Food Sponsors and vendors will be charged late fees.

**1. Mail** (fees paid by check(s), payable to: Minneapolis Finance)  
Minneapolis Environmental Health  
250 South 4th Street – Room 510  
Minneapolis, MN 55415

**2. In Person** (fees can be paid by check, cash or credit card)  
Minneapolis Environmental Health  
250 South 4th Street – Room 300  
Minneapolis, MN 55415  
(Free Parking located behind the building. Enter lot from South 3rd St. between 3rd Ave S and 2nd Ave S)

**3. Secure Fax** 612-673-2635.  
(include information below)  
Attention: Submit Food Permits

**For faxed application only**

Credit card number

Expiration date

CVV code (located on back of card)

Billing zip code

**4. Email** (fees paid by credit card - City staff will contact you by phone to obtain payment information)  
**Do not include credit card number on the application.**

Email to [EnvironmentalHealthPermit@minneapolismn.gov](mailto:EnvironmentalHealthPermit@minneapolismn.gov)

### **3 Fill Out During Set-Up on the First Day of the Event**

Vendors must complete the Food Vendor Checklist during set-up on the first day of the event.

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 agents at 612-673-3000.

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### **F Food Vendor Checklist**

#### **1. Hand Washing Station** *(Required for open food or beverage)*

- a. Minimum 5-gallons warm water
- b. Container with hands-free spigot
- c. 5-gallon waste water container
- d. Pump soap and paper towels

#### **2. Floor and Ceiling** *(Required for open food or beverage)*

- a. Provide smooth, cleanable floors on dirt, gravel or grass surfaces
- b. Onsite booth has overhead protection

#### **3. Food Source/Menu** *(Immediate closure if out of compliance)*

- a. No foods are prepared or stored at home
- b. All foods are prepared at a licensed commercial kitchen or onsite at the event

#### **4. Employee Hygiene**

- a. Food workers wash hands before beginning food service and often during service
- b. Food workers must not work if ill with vomiting or diarrhea in the last 24 hours
- c. Don't touch ready-to-eat food with bare hands. Use gloves or utensils
- d. No pets in the food service area

#### **5. 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: (1) Short term food vendors at events lasting more than four hours must use mechanical refrigeration (2) Short term food vendors at events lasting four hours or less may use ice in insulated coolers to maintain 41°F (3) Seasonal food vendors must use NSF mechanical refrigeration at all events
- d. A thermometer to measure food temperature is provided

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**F Food Vendor Checklist – Continued**

**6. Storage**

- a. Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box
- b. Ice being used to chill beverages is draining
- c. All plates, cups, utensils and equipment are stored at least 6" above the floor

**7. Ice**

- a. Ice used for chilling is not used for serving
- b. Ice bags are kept off the floor or ground
- c. Ice is served with an ice scoop that has a handle
- d. Ice is not handled with bare hands or contaminated (*ice scoop handle must be kept out of ice*)

**8. Cooking**

- a. Raw chicken or 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 a licensed kitchen must be reheated to 165°F for hot holding

**9. 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

**10. Sanitizer** (*If needed for wiping cloths or dishwashing*)

- 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 solution

**11. Dish Washing** (*Choose one option*)

- a. I will wash, rinse and sanitize equipment and utensils used for potentially hazardous food while on site
- b. I will bring enough extra equipment and utensils used for potentially hazardous food to switch out every four hours

**12. 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
- d. Liquid waste, oil/grease will be properly disposed of
- e. Self-inspection sheet is complete and available for Event Sponsor and Inspector to view

## Food Vendor Guidelines

Event food items must meet food safety standards for handling, preparation and storing to prevent food born illness. See Terms and Definitions on page 2.

1. **All vendors must complete the Food Vendor checklist before opening on the first day of an event.**
2. **Prepare all food in a licensed commercial kitchen or on-site.** Home prepared foods are allowed only for vendors listed in MN Statute 28A.15.
3. **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 NSF mechanical refrigeration)*
4. **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 internal food temperatures.
5. **Reheat food quickly to 165°F and hold at 140°F or higher.** Do not use cooking fuel cans such as Sterno™ to hot-hold at outdoor events.
6. **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.*
7. **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.
8. **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.
9. **A fire extinguisher must be provided if cooking with an open flame.**

**10. 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.

**11. Practice good personal hygiene.** Do not work within 24 hours of being sick (vomiting or diarrhea). Do not eat in the food service area. Wash hands frequently.

**12. Provide hand washing if you prepare or serve open food or beverage.**

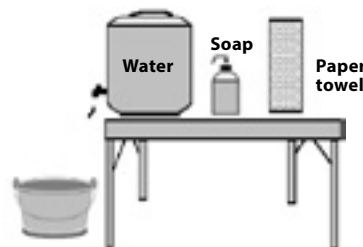
Handwashing must be set up within 10 feet of food stand. Restroom hand sinks do not satisfy this requirement. Hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed set-up.



### Gravity-fed hand washing:

- Insulated 5 gallon container of warm, potable water
- Water should be refilled before the level comes down to 2 inches from the spigot
- Container must have a hands-free spigot that can be turned on and off
- Liquid hand soap
- Paper towels
- Catch bucket of at least 5 gallons

### Hand Washing Setup



### Utensil Washing Setup



**13. Wash equipment and utensils.** Bring enough of your utensils and equipment used with potentially hazardous food to switch out to new ones at least every four hours. Or, if you will wash equipment and utensils at the event, wash, rinse and sanitize them at least every four hours in a 3-compartment sink or 3-bucket set-up. The sinks or buckets must be large enough for your largest utensil to fit.

- Wash in warm, soapy water
- Rinse in clean water
- Sanitize in bleach or quaternary solution
- Bring test strips to check sanitizer (*50-200 PPM for Chlorine; 200 – 400 PPM for Quaternary*)

Failure to comply with the above guidelines can result in a (1) citation (2) closure of food booth or (3) denial of future permits.