

# Le Sueur—Waseca Community Health Board



130 South Park Ave, Le Center MN 56057  
Phone: 507.357.8246

1000 W Elm Ave, Waseca MN 56093  
Phone: 507.835.0587



*Please review and save the following information*

## Special Event Food Stand

### Definitions:

**Special event food stand** means a food establishment which is used in conjunction with celebrations and special events, and which operates no more than ten total days within the applicable license period.

### Requirements:

The applicant for a license to operate a Special Event Food Stand shall complete the License Application and return it with the applicable fees to Waseca County Public Health Services at least 14 days prior to operating. The following information must be included: a list of all food and beverages to be served, sources of all foods served, a list of all equipment used in the food operation, a description of hand washing and dish-washing facilities, the water source and method of waste disposal, and the time period and location of operation.

### Location and Construction of Food Stand:

- Food stands must be located away from possible sources of contamination, such as toilets, garbage, and animal pens.
- A stand must provide protection during adverse weather by its construction or location. Food activities must cease in adverse weather if the interior of the stand is not adequately protected from the weather, windblown dust, and debris.
- A canopy or other form of overhead protection must be provided.
- The floor, wall, and ceiling surfaces must be smooth, durable, and easily cleanable. Acceptable floor surfaces include: vinyl, sealed wood, concrete, machine-laid asphalt, and dirt or gravel (only if covered by suitable materials that are effective in controlling dust and mud).
- Interior lights must be shielded or coated.
- Food preparation and cooking areas must be protected by an impervious shield or by a separation distance to ensure customer safety and prevent food contamination by customers.
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- A fire extinguisher with a minimum 2A 10 B C rating must be present if required by the State Fire Marshall.
- Gas hookup and service must comply with Chapter 1346.
- Electrical service must comply with Chapter 1315.

## **Food Source:**

All food, beverages, and ice must be obtained from an approved source, such as a grocery store or commercial food distributor. Foods prepared or stored at home are not allowed.

## **Equipment:**

- Mechanical refrigeration is required for potentially hazardous food. For events of less than 4 hours, dry ice or frozen freezer packs may be used, as long as the food can be maintained at 41 degrees F or below. Drained ice may be used to cool water impervious beverage containers.
- Equipment must be provided for adequately cooking and maintaining required temperatures of hot potentially hazardous foods. Slow cookers are not permitted for this purpose.
- Accurate temperature measuring devices must be provided in each refrigeration unit or ice chest, and for monitoring internal food temperatures.
- Single service disposable utensils must be provided for eating and drinking purposes.

## **Dishwashing Facilities:**

If multiuse utensils are used for preparation, storage, service, or dispensing food, a dishwashing facility must be available which consists of either an approved dishwashing machine, a three-compartment sink, or at a minimum three containers of sufficient size to immerse utensils. The four-step manual dishwashing process includes:

Step 1: Washing utensils in warm water in the first sink or container.

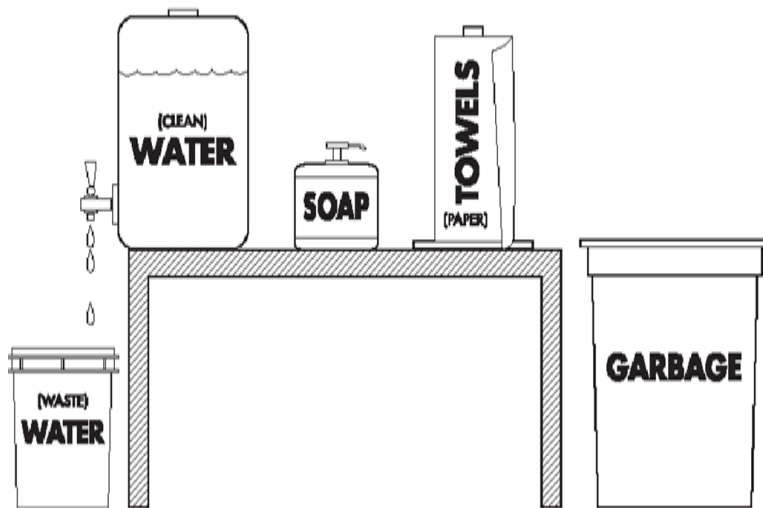
Step 2: Rinsing in clear water in second sink or container.

Step 3: Sanitizing with an approved sanitizer in the third sink or container.

Step 4: Air drying all utensils and equipment. Towel drying is prohibited.

Approved sanitizers include quaternary ammonium, iodine, or chlorine (i.e. food-grade bleach). Always follow the manufacturer's instructions and provide test strips for measuring sanitizer concentration.

## GRAVITY HAND-WASHING STATION



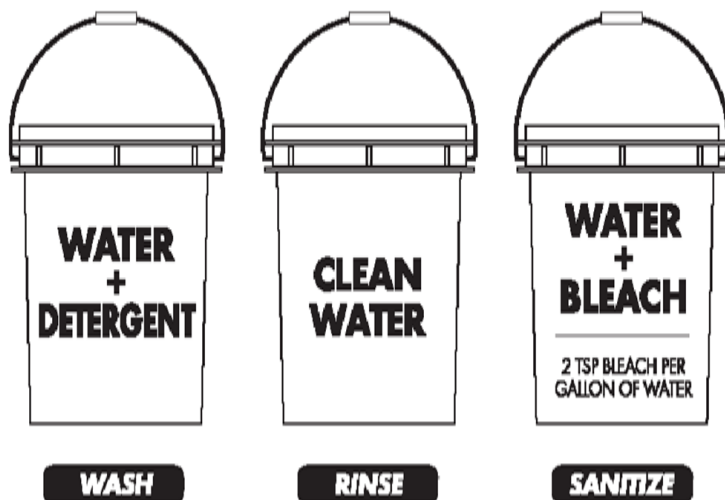
### Hand Washing Facilities:

A hand washing device supplied with running water at a temperature between 70 and 110 degrees Fahrenheit, soap, nailbrush, and paper towels must be provided at all stands where food is prepared. Water must be supplied under pressure or by gravity with a faucet or spigot that provides hands-free flow of water.

### Water Source:

Water must be obtained from an approved public water supply system. Water can not come from a residential well. Water may be transported and stored in approved cleanable, food-grade covered containers. Hoses used to obtain water must be of food grade quality and provided with an approved backflow prevention device.

## THREE STEP DISHWARE & UTENSIL WASHING STATION



### Waste Disposal:

Waste water must be discharged into an approved sanitary sewer or holding tank. Ground surface discharge is not permitted. Trash and garbage stored for extended periods must be placed in tightly covered, non-absorbent containers.

### Insect Control:

Provide effective insect control by use of screening, covering, and good sanitation. If insecticides are used, they must be 1) an approved type 2) used according to manufacture's directions and 3) not used when food or utensils are exposed. Intermittent spray dispensers or vapor strips must not be used.

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# Le Sueur—Waseca Community Health Board



130 South Park Ave, Le Center MN 56057

Phone: 507-357-8246

299 Johnson Ave SW, Suite 160, Waseca MN 56093

Phone: 507.835.0587



## Special Event Food Stand License Application

A food and beverage service that serves food at celebrations and special events for no more than 10 total days within the applicable license period.

An application must be filled out for each individual event.

### Applicant Information

Food Stand Name: \_\_\_\_\_

Person In Charge of Food Stand: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\* Required by MN Dept. of Revenue\* Tax ID, Tax Exemption ID, or SSN: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Food Stand Location: \_\_\_\_\_

Date and Times of Operation: \_\_\_\_\_

Anticipated Income/Contributions from Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

List other events in Le Sueur –Waseca County: \_\_\_\_\_

### Check Appropriate Box

\$ 55.00 Enclosed (make checks payable to : Le Sueur—Waseca Community Health Board)

Le Sueur—Waseca Community Health Board Special Event Food Stand License Holder

MDH/MDA Mobile Food Unit License Holder (attach copy to show exemption from licensure)

**A penalty fee of \$60.00 will be added to the total license fee for operating without a license.**

#### For Office Use Only

Payment Received Date: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Check Number: \_\_\_\_\_

License Number: \_\_\_\_\_

**Check How Food Will Be Served:**

- Paper Plates     Disposable Baskets     Napkins     Waxed Paper     Paper  
 Single Use Cups     Single Use Flatware

Other:

**Check Protection Measures From Dust, Wind, Rain, And Pests:** (Do not operate in inclement weather)

- Screened Windows     Awnings     Mobile Vehicle     Permanent Food Stand  
 Open Air Stand

**Check What Required Facilities Will Be Provided For Hand Washing:**

- Temporary Gravity Fed Water Container (*see page 3*)     Permanent Sink  
 Soap     Paper Towels

**Check Additional Hand Protection Measures:**

- Food Service Gloves     Tongs     Spatulas     Alcohol Based Hand Sanitizer     Wax Paper

**Check What Required Measure Will Be Provided For Cleaning Utensils:**

- Permanent Three-Compartment Sink     Temporary Three-Step Wash     Disposable Utensils  
 Chlorine Sanitizer     Quat Sanitizer

Other:

**List Source Of Water For Food Stand Or Vehicle:**

Means of disposal of wastewater:

Availability and type of fire extinguisher:

Means of securing pressurized cylinders (carbon dioxide, dry ice, liquid propane):

How and where solid waste will be stored and disposed:

**List on the following table:**

- All food and beverage items on your menu
- Where items were purchased
- Where items are prepared (in booth or at licensed food service facility)
- Serving temperatures and related handling temperatures
- Equipment used (mechanical refrigerator, fryer, blender, soup warmer, mechanical freezer, etc.)

**I understand that my application will be considered for the food and beverage specified.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Individual providing information)

**Note: Mechanical refrigeration is required for all potentially hazardous foods including meats, dairy products, eggs, sliced fruits and vegetables, and cream-based pies. Crock-pot use is NOT allowed under any circumstance. Only beverages in cans and plastic bottles (excluding milk) may be stored in ice as long as ice is properly drained.**

Food	Where Purchased	Where Prepared	Length of Hold Before Service	Related Temperatures	Equipment Used
Ex: Hot Dogs	Acme Foods	In Booth	Less than 2 hours	Stored cold $\leq 41$ , Reheat to 165, hold at $\geq 135$	Refrigerator, Portable steam table
Ex: Buns, Ketchup, Mustard	Acme Foods	NA	Used as needed, stored closed, single use packets	Room Temp	NA