



Kandiyohi-Renville Community Health Board

2200 23rd Street NE Suite 1080, Willmar, MN 56201

www.kcmn.us • www.renvillecountymn.com

Kandiyohi County: 320.231.7800

Renville County: 320.523.2570

publichealth@kcmn.us • rcph@renvillecountymn.com

Receipt Date: _____

Check #: _____

Receipt Amt: _____

License #: _____

2024

SPECIAL EVENT FOOD STAND APPLICATION

Applications should be submitted two weeks in advance of the event

Name of Event: _____

Location of Event: _____

Dates of event: From: _____ To: _____

Time of food stand operation: From: _____ To: _____

Applicant's Information:

Name (individual or business): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Preferred method of receiving permit: ☐ Email ☐ Mail ☐ Pick-Up

Mailing address if different than above:

Address: _____ City: _____ State: _____ Zip: _____

Will there be dish and utensil washing on site? ☐ Yes ☐ No

If yes, what kind of facilities will be provided and what sanitizing method (mechanical/chemical) will be used?

Will food be prepared day of event? ☐ Yes ☐ No *If no, when will food be prepared?*

Will food be prepared at location of event? ☐ Yes ☐ No *If no, where will food be prepared?*

Will single service gloves be used: ☐ Yes ☐ No

Is there a handwash sink on site? ☐ Yes ☐ No *If no, will water cooler and soap be used?*
☐ Yes ☐ No

Non-Refundable Application Fee:

\$20 per day the event is held

Total Fee: \$ _____

A late fee of \$20 is due for any applications received less than four days prior to the event.

An applicant's operating dates may not exceed 10 total days annually.

Make checks payable to: Kandiyohi-Renville Community Health Board; mail to address above.

MENU

Food/Beverage Item	Source Grocery, deli, etc.	Cold Storage Method Refrigerator, dry ice, cooler, etc. Mechanical refrigeration is required for events of 4 hours or longer.	Food Preparation Equipment gas grill, range, etc.	Hot Food Holding Equipment-roasters, etc. NO CROCK POTS

THIS APPLICATION IS APPROVED ONLY FOR OPERATION AS SPECIFIED ABOVE; ADDITIONAL APPROVAL IS REQUIRED FOR ANY CHANGES.

I certify that the information provided on this application is accurate and complete

Online Application Completed

By: _____ Date: _____

Applications can be downloaded at our websites listed above.

SPECIAL EVENT FOOD STAND GUIDELINES

1. **Hand washing.** If a hand washing sink is not located on site you must provide a hand washing facility. You can use a water cooler with a spigot placed on top of a table, with a bucket on the ground to catch waste water. Also provide soap and paper towels.
2. **Hand washing.** Food service workers need to wash their hands before preparing or serving food; at the start of their shift, after handling raw meat, after handling soiled items or cleaning, after taking a break, after eating or smoking, and after using the restroom.
3. **Health & Hygiene.** People that are ill with diarrhea or vomiting are not allowed to work in the food service operation. No one with cuts, burns, or other skin abrasions should be allowed to handle food.
4. **Cooking.** Use a food thermometer to check on cooking temperatures. Foods need to be cooked to 165 degrees F.
5. **Thermometer.** A thermometer must be provided to take food temperatures.
6. **Cold Holding.** Foods that require refrigeration must be held at 41 degrees F. or below. Mechanical refrigeration is required.
7. **Hot Holding.** Once the food is cooked to the proper temperature it must be held at 140 degrees F. or above. Crockpots are not allowed.
8. **Food Handling.** Bare hand contact with food is not permitted. All people handling food must wear disposable gloves. Use disposable gloves, tongs, napkins, or other utensils to handle food. Hands must still be washed when using gloves or other serving utensils.
9. **Food Preparation.** All food preparation must be completed on site. Food can not be prepared at home. Food must be prepared on the day of the event, unless it is prepared by a licensed food establishment such as a restaurant, grocery store, or caterer.
10. **Ice.** Ice used to cool cans and bottles should not be used in cup beverages. Ice for cups should be stored separately and be dispensed with a scoop not with hands.
11. **Wiping cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (1 capful of bleach in 1 gallon of water). Change the solution every two hours.
12. **Dish Washing.** Wash cooking equipment and utensils in a 4-step sanitizing process: 1) washing in hot soapy water, 2) rinsing in hot water, 3) sanitizing in a solution of 1 capful of bleach and 1 gallon of water, 4) air drying.