Kandiyohi-Renville Community Health Board
2200 23rd Street NE Suite 1080, Willmar, MN 56201
www.kcmn.us • www.renvillecountymn.gov
Kandiyohi County: 320.231.7800 • publichealth@kcmn.us
Renville County: 320.523.2570 • rcph@renvillecountymn.gov

Receipt Date: _____
Check #: _____
Amount: _____
License #: _____

2026

SPECIAL EVENT FOOD STAND APPLICATION

Applications should be submitted two weeks in advance of the event

Name of Event: _____

Event Location (ie Fairgrounds, High School): _____

Event Street Address (required): _____ City: _____

Event Date(s)	Hours of Operation
1. _____	From: _____ am/pm To: _____ am/pm
2. _____	From: _____ am/pm To: _____ am/pm
3. _____	From: _____ am/pm To: _____ am/pm
4. _____	From: _____ am/pm To: _____ am/pm
5. _____	From: _____ am/pm To: _____ am/pm
6. _____	From: _____ am/pm To: _____ am/pm
7. _____	From: _____ am/pm To: _____ am/pm
8. _____	From: _____ am/pm To: _____ am/pm
9. _____	From: _____ am/pm To: _____ am/pm
10. _____	From: _____ am/pm To: _____ am/pm

APPLICANT INFORMATION:

Name (individual or business): _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

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

Mailing address if different from above:

Address: _____ City: _____ Zip: _____

This application is approved only for operation as specified; additional approval is required for any changes.

Applicant Signature: _____ Date: _____

Non-Refundable Application Fee: $20 per day. A late fee of $20 is due for any applications received in our office less than four days prior to the event. An additional $10 fee for same-day processing will apply.
An applicant's operating dates may not exceed 10 total days annually.
Make checks payable to Kandiyohi-Renville Community Health Board. Mail to the 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**

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 the 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

Kandiyohi County Health & Human Services
2200 23rd St NE Suite 1080
Willmar, MN 56201
Phone: 320/ 231-7800
Fax: 320/ 231-7888
publichealth@co.kandiyohi.mn.us

Kandiyohi-Renville
Community Health Board
Public Health
Prevent. Promote. Protect.

Renville County Public Health Services
105 South 5th Street, Suite 119H
Olivia, MN 56277
Phone: 320/ 523-2570
Fax: 320/ 523-3749
rcph@renvillecountymn.com

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.