



Environmental Health Department

Special Event Food Service License Application

Serving Lincoln, Lyon, Murray, Pipestone, Redwood and Rock Counties.

SW Health and Human Services • 607 West Main Street, Suite 200 • Marshall, MN 56258
Phone: (507) 537-6713 • Fax: (507) 537-6719

Complete both the front and back of this application. Send signed license application with the appropriate fee **AT LEAST 7 days** before the event to the above address.

APPLICATION DATE: _____

APPLICANT INFORMATION *(License will be mailed to this address.)*

Organization: _____ Phone: _____

Contact: _____ Email: _____

Address: _____

City/State/Zip: _____

Minnesota Statute, Section 270C.72, subd.4 requires you to supply your Minnesota or Federal business tax identification number or applicant's Social Security Number. Please provide one of the following:

MN State Tax ID #: _____ Federal Tax ID #: _____ SSN: _____

NAME OF EVENT: _____

Name of Booth or Stand: _____

Date(s) of Event: From _____ To _____

Time(s) of Event: From _____ To _____

Location of Event: _____

City/State/Zip of Event: _____

FEE SCHEDULE: *(Make checks payable to Southwest Health and Human Services)*

Please check appropriate fee:

- \$10.00 One Day Special Event License
- \$20.00 Two Day Special Event License
- \$30.00 Three or More Days Special Event License

Per MN Statute, Section 157.16, subd.3a: Every person, firm, or corporation that operates a licensed boarding establishment, food and beverage service establishment, seasonal temporary or permanent food stand, **special event food stand**, mobile food unit, food cart, resort, hotel, motel, or lodging establishment in Minnesota must submit to the commissioner a \$40 annual statewide hospitality fee for each licensed activity. The fee for establishments licensed by the Department of Health is required at the same time the licensure fee is due. For establishments licensed by local governments, the fee is due by July 1 of each year.

- **SWHHS is required by MN Statute to provide license information to the Minnesota Department of Health. The Minnesota Department of Health will mail an invoice to you for payment of this Hospitality Fee.**

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

Signature _____

Date _____

SWHHS defines a special event food stand as a food and beverage service establishment which is used in conjunction with celebrations and special events, and which operates for no more than ten total days within the applicable license period. The food stand can be a building, structure, enclosure, or any part of a building or enclosure used as an operation that prepares, serves, or otherwise provides food or beverages. All stands must be operated in compliance with the Minnesota Food Code.

This event is subject to an inspection.

SPECIAL EVENT FOOD SERVICE INFORMATION

NOTE: Home-prepared food is not allowed.

FOOD OR BEVERAGE TO BE SERVED	NAME OF FOOD SOURCE	PLACE AND DATE OF FOOD PREPARATION	EQUIPMENT USED IN PREPARATION AND COLD OR HOT HOLDING

FOOD SERVICE STAND REQUIREMENTS:

- Exclude employees or volunteers who have been ill with vomiting and/or diarrhea for at least 24 hours after their symptoms end.
- Obtain all food, beverages, water and ice from approved sources. Food cannot be prepared or stored in a home.
- Set up your handwashing station before beginning food preparation. Handwashing for Special Event Food Stands require running water supplied either by gravity or under pressure through a faucet. Provide soap, individual disposable towels and a trash container.
- Prevent bare hand contact with ready-to-eat food by wearing disposable gloves or using utensils, deli tissue, spatulas, tongs or other dispensing equipment.
- Maintain cold time/temperature control for safety food (TCS) at 41°F or below.
- Maintain hot TCS food at 135°F or above.
- Provide three containers for cleaning and sanitizing utensils. Your containers must be big enough to wash, rinse and sanitize your largest piece of multiuse equipment.
- Store damp or soiled wiping cloths in an approved sanitizer at the required strength.
- Provide wall and ceiling surfaces to protect the SEFS from the weather and windblown dust and debris. Discontinue operation if protection fails.
- Discard solid waste and wastewater properly. Provide an adequate number of receptacles for solid waste. Discarding wastewater onto the ground or into the storm sewer is not allowed.