



Hennepin County Public Health Department
Epidemiology and Environmental Health
479 Prairie Center Drive
Eden Prairie, MN 55344
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2026 LOW SPECIAL EVENT FOOD LICENSE APPLICATION

NON-PERISHABLE FOODS with limited or no preparation.

The foods listed on page two qualify the applicant for the Low Special Event Application.

NONE of these foods can be *“homemade”*.

<input type="checkbox"/> Database	<input type="checkbox"/> DHD	<input type="checkbox"/> Calendar	<input type="checkbox"/> ASANA	<input type="checkbox"/> To Inspector	<input type="checkbox"/> License sent
Applicant Information (Applicant is subject to the MDH statewide hospitality fee per Minnesota Statutes, section 157.16, subd. 3a.)					
Food Stand Name:					
Business/Organization Name:					
Business/Organization Address:				Phone:	
City:		ST:		Zip:	
Email:				Alt Phone:	
Person in Charge at Food Prep:				Phone:	
Dates:	Event		Date(s)	Start Time	End Time
	Name of Event:				
	Stand Location:				
Permit:	Location of Event:				
	Address of Event:				
	City, State, Zip:				
	Event Coordinator:				
	Phone:	Email:			

Payment due with application.

WARNING: If license is sold on site, the fee will be \$102.00 for the first day and \$32.00 for each additional day.		Initial (First Day) License Fee:	\$51.00
	not more than 9 days	Each Add'l Day \$11 x _____:	\$
	received 10 calendar days or less before event	\$51 Late Fee:	\$
	maximum \$150 without late fee	Total for this Application:	\$

Please make checks payable to: Hennepin County Treasurer		Cash	Check	Visa®/MasterCard®
In person: (address below)		✓	✓	✓
By mail: <u>Hennepin County Environmental Health</u> 479 Prairie Center Drive Eden Prairie, MN 55344			✓	✓
Via email: epi-envhlth@hennepin.us. Do NOT email credit card information.				
To be Exempt from Payment: a school-sponsored event must use a licensed school kitchen with a school-employed Certified Food Manager present.		NAME of Certified Food Manager overseeing the school event: _____		

Foods Licensable as Low

No HOME MADE foods. All foods must be purchased commercially or prepared in a licensed kitchen.

- Prepackaged shelf stable foods
- Shelf stable baked foods
- Whole/Precut produce
- Shelf stable beverages
- Other drinks for events less than 4 hours
- Cotton candy, nachos, nuts, pickles, popcorn, roasted corn, snow cones, prepackaged ice cream/yogurt

MENU - List ALL items on your menu, INCLUDING food, beverages, condiments, pastries, etc.

Are any menu items being prepared before the day of the event? ☐ Yes ☐ No (check one)

If yes, list items here: _____

***Any items not listed will be grounds for closure of the food stand. Use separate page if necessary.

Foods, beverages, & condiments:	Purchased from:	Preparation location:	Equipment used to prepare food:	Equipment used to keep food hot/cold:

Handwashing - (AT YOUR STAND, NOT IN A RESTROOM)

Check One: (Required)

☐ Handwash Sink ☐ Portable Station*

REQUIRED AT EACH HANDWASHING STATION:

• Nail Brush • Soap • Paper Towels

*Gravity portable hand sinks are only approved for stands operating no more than 10 days with a limited menu.

Warewashing - What facilities will be provided for utensil/dish washing?

☐ 3 Bucket System ☐ 3-Compartment Sink ☐ [NSF Approved] Commercial Dishwasher

Sanitizer - *Common surface sanitizer is chlorine or quaternary ammonia.

What surface sanitizer* will be in use during preparation and service of food? _____

Toilet facilities:

What toilet facilities are available for food handlers? ☐ Event site restrooms ☐ On-site portable toilets

I hereby apply for the Hennepin County Special Event license. I agree to read the guidance document, complete the self-inspection checklist, and comply with all the requirements of Hennepin County Ordinance 3 and the Minnesota Food Code Chapter 4626.

Signature of Applicant

Email for Licensing and Inspection

Date Signed

Name of Person to Contact

Cell Phone Number

Additional Phone Number

Do NOT email or fax credit card information

To Pay by Credit Card: *Print Legibly*

Visa® ☐

Mastercard® ☐

Total amount due for this License: \$ _____

- Name, as printed on credit card: _____
- Credit Card Billing Address: _____
- City State Zip Code: _____
- Credit Card Number: _____
- *Your Signature: _____
- Expiration Date: _____ / _____ 3 Digit Security Code: _____

*By signing this form, you agree to pay the total fee as shown and give Hennepin County permission to charge this amount to the credit card listed above.

Who should we contact if there is a question or issue with this credit card payment?

Name: _____

Phone Number: _____

Email Address: _____

Potential exemptions from licensing

Faith-based organizations: Faith-based organizations serving food in their building (church, synagogue, other houses of worship, or on their property for fundraisers or community events, are exempt from licensing. However, they must provide a certified food manager or volunteer trained in a food safety course.

NOTE: This exemption does not apply to faith-based organizations at the state agriculture society or county fairs, or to faith-based organizations that choose to apply for a license.

[Food Licensing Exclusions and Exemptions | Minnesota Department of Agriculture](#)

Tax-exempt fraternal, sportsman or patriotic organizations: These organizations holding food events in their building(s) or on their property at which home-prepared food is donated by organization members for sale at the events are exempt from licensing, provided:

- The event is not a circus, carnival or fair
- The organization controls the admission of persons to the event, the event agenda, or both
- The organization's licensed kitchen (if they have one) is not used in any manner at the event

Note: These exemptions do not apply if the event is held at a location other than their own property.

[Food Licensing Exclusions and Exemptions | Minnesota Department of Agriculture](#)

Minnesota Cottage Food Law: (Requires registration with Minnesota Department of Agriculture) Cottage food operators can now sell some types of non-potentially hazardous foods from home and at some local markets, and they can sell up to \$78,000 of products per year. Before starting their business, an operator needs to register with the Minnesota Department of Agriculture and take a food safety training course.

[Cottage Food Producer Registration | Minnesota Department of Agriculture](#)