

# Special Event Guidance Document

## Definition

*"Special event food stand" (MN Section 157.15, Subd. 14.) means a food and beverage service establishment which is used in conjunction with celebrations and special events, and which operators no more than ten total days within the applicable license period.*

## Licensing Requirements

- Obtain a license by submitting application and payment to Hennepin County Environmental Health a minimum of 10 days prior to the event to avoid late fees.
- Submit application via mail, in person, or email. The addresses are listed at the bottom of this page. If submitting via email, call 612-542-5200 to pay using a Visa or a Mastercard.
- Complete the "Self-Inspection Checklist"
- Post the license in public view.

## Food Stand Setup

- Provide overhead protection such as an event tent and 3 side walls in the event of adverse weather.
- A solid ground surface such as concrete or asphalt. If the stand is set on grass or dirt, provide flooring such as plywood or mats.
- Provide enough tables or shelving to keep all food, ice, utensils, paper products, etc. at least 6" off the ground or floor.
- Provide a handwashing sink/station with running water, soap, paper towels, wastewater collection, and a trash container.

## Safe Operation

### Health and Hygiene

- Exclude persons who have been ill with vomiting and/or diarrhea from food handling for at least 24 hours after symptoms end.
- Wash hands often and before handling food, clean equipment/utensils, after eating/smoking/drinking, leaving the food stand, or after handling raw foods. Handwashing is the most effective means of preventing foodborne illness.
- Bare hand contact with ready to eat food is prohibited. Gloves, utensils, or food paper must be used.

### Approve Sources

- Obtain food, beverages, and ice from approved sources such as licensed suppliers, grocery stores, restaurants, etc.
- Meat products must be USDA or MN Equal to.
- Food cannot be stored in a private home.
- Obtain water from an approved source such as a public water supply system or commercially packaged water. If hoses are used, they must be NSF.

### Hennepin County Public Health

479 Prairie Center Drive, Eden Prairie, MN 55344

612-543-5200 | [Epi-envhlth@hennepin.us](mailto:Epi-envhlth@hennepin.us) | [www.hennepin.us/foodlicense](http://www.hennepin.us/foodlicense)



## Cleaning and Separation

- Provide three containers large enough to wash, rinse, and sanitize equipment. Wash in hot soapy water, rinse in clean water, and sanitize in an approved chemical sanitizer such as quaternary ammonium or chlorine bleach. Always follow the label and use a test kit to verify the concentration.

**Chlorine bleach: 50-200ppm**

**Quaternary Ammonium: 200-400ppm**

- Store wet wiping cloths in sanitizer solutions at the concentrations listed above.
- Prevent contamination by keeping raw meat, poultry, and fish below or separate from ready-to-eat food.
- Prevent contamination by keeping ice used as an ingredient separate from ice used to cool containers and beverages.

## Cooking and holding temperatures

- Cook raw animal foods as follows:
  - 165°F for 15 seconds for poultry**
  - 155°F for 15 seconds for ground meat**
  - 145°F for 15 seconds for whole muscle meat**
- Maintain cold food at 41°. Maintain cold TCS food at 41°F or below. Frozen food must remain frozen.
- Provide mechanical refrigeration for cold TCS food held for four hours or longer. For less than four hours, dry ice, ice, or frozen freezer packs may be used as long as TCS food is maintained at 41°F or below.
- Maintain hot TCS food at 135°F or above.
- Domestic slow cookers (Crockpots) are not allowed.

## Wastewater

Solid waste and wastewater must be properly disposed. Storm sewers and the ground are not acceptable areas for wastewater disposal.

# Self-Inspection Checklist and Food Safety Resources

## Food Stand Requirements

		YES	NO	COMMENTS AND/OR CORRECTIVE ACTION
1.	License is posted			
2.	Employees/Volunteers are knowledgeable on food safety basics.			
3.	Handwashing station is set up with soap, running water, paper towels, wastewater container, and a trash can.			
4.	Floors are smooth and non-absorbent. (Concrete, asphalt, plywood, or mats if outdoors)			
5.	Overhead protection and three side coverings are provided for outdoor stands.			
6.	Food/Water/Ice is obtained from an approved source.			
7.	Meat products are USDA or MN Equal stamped.			
8.	Food is prepared onsite or in a commercial space and not stored at home prior to the event.			
9.	Menu is being served as approved by the Health Authority.			
10.	Employees/Volunteers have clean hands.			

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11.	Employees/Volunteers use gloves or other barriers with ready to eat foods. <b>No bare hand contact.</b>			
12.	Employees/Volunteers have not been ill with vomiting or diarrhea in the last 24 hours.			
13.	Employees/Volunteers have effective hair restraints and clean clothing.			
14.	Animals are excluded from the food stand.			
15.	Hot foods are kept at 135°F or above			
16.	Cold foods are kept at 41°F or below			
17.	Mechanical refrigeration is accessible for events longer than 4 hours.			
18.	A thin tipped probe thermometer is accessible with a range of 0-220°F.			
19.	A thermometer is provided in refrigeration units.			
20.	Raw poultry is cooked to at least 165°F Raw steak, pork, fish or eggs are cooked to at least 145°F Items previously cooked & cooled must be reheated to 165°F			
21.	Food is protected from customer contamination. (use squeeze bottles, covered containers, food shield, and distance)			
22.	Equipment and utensils are smooth, easily cleanable, and in good repair.			
23.	All food, utensils, and equipment are stored 6 inches above the floor.			

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24.	Sanitizer is available and at the proper concentration. Test kit is available for use.			
25.	Wiping cloths are dry or stored in a sanitizer solution.			
26.	Three containers are provided for washing utensils and equipment with soapy water, rinse water, and sanitizer water. Air drying is required.			
27.	Utensils and Equipment are washed, rinsed, sanitized, and air dried every 4 hours.			
28.	Lighting is provided during night operation.			
29.	Food Stand has a lined garbage container.			
30.	A fire extinguisher is accessible.			

#### Helpful Links:

[Food Business Fact Sheets - MN Dept. of Health \(state.mn.us\)](#)

[Minnesota Food Code Fact Sheets | Minnesota Department of Agriculture \(state.mn.us\)](#)

[Minnesota Farmers' Market Association - Food Science Library \(mfma.org\)](#)

[Food, health and nutrition | UMN Extension](#)

[Safe food sampling for vendors | UMN Extension](#)

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<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	
<b>Applicant Information</b> (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:			
<ul style="list-style-type: none"> <li>■ Applications received 2 business days or less prior to the event will not be accepted.</li> <li>■ Vendor may obtain a sold on site permit the day of the event at double the cost or forgo the event.</li> <li>■ Applications received less than 10 calendar days before an event will be charged a late fee.</li> </ul>						
<b>Event</b>				<b>Date(s)</b>	<b>Start Time</b>	<b>End Time</b>
<b>Dates:</b>	Name of Event:					
	Stand Location:					
<b>Permit:</b>	Location of Event:					
	Address of Event:					
	City, State, Zip:					
	Event Coordinator:					
	Phone:	Email:				
<b>Payment due with application.</b>						
<b>WARNING: If license is sold on site, the fee will be \$204.00 for the first day and \$32.00 for each additional day.</b>	<b>Initial (First Day) License Fee:</b> \$102.00					
	not more than 9 days <b>Each Add'l Day \$11x</b> _____: \$					
	received less than 10 calendar days before event <b>\$51 Late Fee:</b> \$					
	maximum \$201 without late fee <b>Total for this Application:</b> \$					
<b>Please make checks payable to: Hennepin County Treasurer</b>				<b>Cash</b>	<b>Check</b>	<b>Visa®/ MasterCard®</b>
<b>In person:</b> (address below)				✓	✓	✓
<b>By mail:</b> Hennepin County Environmental Health 479 Prairie Center Drive Eden Prairie, MN 55344					✓	✓
<b>Via email:</b> Email application only to <a href="mailto:epi-envhlth@hennepin.us">epi-envhlth@hennepin.us</a> . DO NOT email or fax credit card information.						
<b>To be Exempt from Payment:</b> a school-sponsored event must use a licensed school kitchen with a school-employed Certified Food Manager present. <b>Name of Certified Food Manager:</b> _____						
<b>Self inspection checklist for short-term events</b>						
<b>Vendors and event sponsors are responsible for implementing food safety standards.</b>						
All vendors must complete and post the <b>Self-inspection checklist for short term events</b> prior to opening on the first day of an event. Copies are available on our website: <a href="http://www.Hennepin.us/EnvHealth">www.Hennepin.us/EnvHealth</a> in the Short-term food event licensing section.						

**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: \_\_\_\_\_

Use separate page for menu and table below if necessary.

\*\*\*Any items not listed will be grounds for closure of the food stand.

Hot foods:	Purchased from:	Preparation location:	Equipment used to prepare food:	Equipment used to keep food hot:
Cold foods, beverages, & condiments:	Purchased from:	Preparation location:	Equipment used to prepare food:	Equipment used to keep food 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 a Hennepin County Special Event license. I agree to read the guidance document, complete the self-inspection checklist, and comply with all of the requirements of Hennepin County Ordinance 3 and the Minnesota Food Code Chapter 4626.

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Signature of Applicant

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Email for Licensing and Inspection

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Date Signed

---

Name of Person to Contact

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Cell Phone Number

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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](#)