



# Event Food Sponsor Permit Application

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 Rau kev pab 612-673-2800

Hadii aad Caawimaad u baahantahay 612-673-3500

## Event Food Sponsor Permit items

### To apply for an Event Food Sponsor Permit, turn in:

- **This application completely filled out**
- **A Short Term Food Permit application for each vendor**
  - Collect a Short Term Food Permit application from each food or beverage vendor unless they have one of the following:
    - A Minneapolis Mobile Food Vehicle (food truck) license
    - A Minneapolis Limited Mobile Food license
- A Minneapolis Seasonal Food Permit
  - A Cottage Food Law exemption registered with the Minnesota Department of Agriculture
  - A Product of the Farm exemption

For vendors with one of the above, simply obtain permit, registration number, or license information from the vendor.

### Payment for all fees

- By mail, checks are allowed
- In person, pay with checks or with one credit card for the event and all vendor payments
- By DocuSign, one credit card payment
- By email, provide a phone number. We will call for payment. You need to pay using a single credit card.

### Temporary Expansion of (liquor) license

You will not have an event food sponsor fee if:

1. You have an approved Temporary Expansion of (liquor) license, and
2. Your business is the only food or beverage vendor at your event

Provide the license number for your temporary expansion.

## How do I complete the application?

1. Complete the Event Food Sponsor Permit Application sections A-E.
2. Submit your application and fees along with all Short Term Food Permit applications from vendors at least 2 weeks before the event begins.
3. Print the Food Vendor Checklist (pages 8-9) to fill out during set-up on the first day of the event.

# Minneapolis Event Food Sponsor Permit application



**Event Food Sponsors must complete all sections and list all vendors taking part.**

As the Event Food Sponsor, you may also provide food or beverage. If you provide food or beverages, you must fill out a Short Term Food Permit application.

The first Short Term Food Permit for your event is **free**.

## **Green To Go**

Green To Go requires food and beverages prepared for immediate consumption and to-go must be placed in containers that are reusable, recyclable, or compostable.

Event food sponsors must provide recycling collection bins for recyclable food and drink containers.

If any vendors use compostable plastic food containers, then organics collection bins must be provided.

The event food sponsor must have a system in place to send recyclable materials collected for recycling and organics materials collected to be composted.

## **Section A – Event information**

Event name (please print)	Event address (please print)	
<input type="text"/>	<input type="text"/>	
Event dates and times for each day of your event ( <i>example: 1/1/24 12pm-5pm</i> )		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## **Section B – Event sponsor information**

Event sponsor (please print; last, first)	Sponsoring organization
<input type="text"/>	<input type="text"/>
Address of sponsoring organization, city, state, ZIP	
<input type="text"/>	
Telephone number	Email address
<input type="text"/>	<input type="text"/>
Is your event at the Minneapolis Convention Center?	Convention center coordinator
No <input type="checkbox"/> Yes <input type="checkbox"/>	<input type="text"/>

## Section C - Short term food and beverage vendors

List food and beverage vendors that are participating in your event. All vendors must have:

- A Short Term Food permit—Attach applications for each Short Term Food vendors
- A Minneapolis Seasonal permit— Enter vendor permit number below
- A Minneapolis Food Truck license—Enter vendor license number entered below

Attach a spreadsheet to this application for additional food vendors.

Vendor name	Phone number	Check this box if applying as a short term vendor	Minneapolis seasonal or mobile food vendor	
			Seasonal Permit	Mobile Food
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
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		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC
		<input type="checkbox"/>	LIC	LIC

## Section D - Exempt vendors

List exempt food and beverage vendors that are participating in your event. These vendors can be:

- Pour-Only — Vendors serving only non-time/temperature control for safety beverages from a can, bottle, or keg with no ice or garnish. Examples include wine and beer sampling.
- Product of the Farm — foods grown on your land (or land you are renting) that contain no added ingredients.
- Cottage food producers—must include their Minnesota Department of Agriculture (MDA) registration number.

An unlimited number of exempt vendors may participate in your event. These vendors do not:

- Need to fill out a short term application
- Do not pay a fee

Attach a spreadsheet to this application for additional exempt vendors.

Vendor Name	Phone number	Check this box for Pour-Only vendor	Check this box for Product of the Farm	Cottage Food producer registration number
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

## Section E – Verification, signature and fees

Read and verify each item. Sign and date your application. Check to verify that you understand the requirements.

- I understand my application must be submitted at least 2 weeks prior to the event.
- If my application is received less than two days before the event, it may not be approved or the menu may be restricted.
  - Once my application is approved, no changes may be made without the approval of Environmental Health. Unauthorized changes may result in a permit suspension.
- I have received and read the Food Vendor Guidelines on page 10.
- I will print the Food Vendor Checklist on pages 8 and 9, and have available at every event.
- I understand hand washing must be set up within 10 feet of menu items being served or prepared.
- I understand my food or beverage service will be immediately closed for any of these reasons:
  - Serving opened food or beverage without hand washing
  - Preparing or bringing food from home or from an unlicensed facility
  - Contamination or other immediate health hazards
  - Not bringing enough equipment to hold time/temperature control for safety foods at required temperatures

Applicant signature

Today's date



### Preparing for a safe event

Make sure only permitted vendors serve food at your event.

An individual vendor not approved by Minneapolis Environmental Health found selling or giving away food at your event may result in minimum citations of \$250 for both the vendor and the event food sponsor.

<p>Food Vendor Checklist (pages 8-9)</p> <p>Remind vendors they must complete the food vendor checklist during set-up on the first day of the event. The food vendor checklist is included in the Short Term food permit application.</p>	<p>Food Vendor Guidelines (page 10)</p> <p>The Event Food Sponsor should be familiar with the food safety standards in these guidelines.</p> <p>The Short Term food permit application includes the guidelines for your vendors.</p>	<p>Upon approval, your Event Food Sponsor Permit will be sent to the email on your application.</p> <p>You are responsible for notifying your vendors their Short Term Permit application(s) have been approved.</p>
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## Section F – Payment

Calculate your total food permit fees using the table below. Enter the amounts in the table. You may send in your applications by mail, email, in person, or using DocuSign.

1. Fee for Event Food Sponsor permit		
\$95.00 for event with 1-10 food or beverage vendors	\$	
\$185.00 for event with 11-19 food or beverage vendors	\$	
\$275.00 for event with 20 or more food or beverage vendors	\$	
2. One free Short Term Food Permit application	\$	0.00
3. Fee for additional Short Term Food Permit applications-submitted on time \$95.00 X of additional applications	\$	
4. Late fees are doubled for applications submitted less than 2 weeks prior to the event start.	\$	
5. If your event is at the Minneapolis Convention Center, subtract 50%.	\$	
<b>Food permit fee total</b>	<b>\$</b>	

## Section G – Application submission

### Fees

- By email, [EnvironmentalHealthPermit@minneapolismn.gov](mailto:EnvironmentalHealthPermit@minneapolismn.gov), city staff will contact you by phone to obtain payment information, do not email credit card information
- In person, fees can be paid by check, cash, or credit card  
Minneapolis Environmental Health, 505 4th Ave S—skyway level, Minneapolis, MN 55415
- By regular mail, fees can be sent in by check (payable to *Minneapolis Finance Department*)  
Minneapolis Environmental Health, 505 4th Ave S—Room 520, Minneapolis, MN 55415

## Terms and Definitions

Use the definitions below to help you complete this application. Keep this page for future reference.

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### Vendor Types

- Cottage Food Law exempt vendors registered with the Minnesota Department of Health.** An individual who prepares and sells home processed food that are not time/temperature control for safety food directly to the consumer, and meets the requirements of MN Stat 28A.152. Look up Cottage Food Law exempt vendors at <http://www2.mda.state.mn.us/webapp/lis/default.jsp>
- Short Term Food Permit vendor.** Person(s) who plan to sell or give away food or beverages at a public food event.
- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors.** A food establishment preparing and/or serving foods from a self-contained vehicle, either motorized or within a trailer on private property or curbside on public streets.
- Licensed Minneapolis Limited Mobile Food vendors.** An individual who sells prepackaged items such as ice cream, pop, candy, and/or potato chips from a vehicle.
- Pour-only vendors.** Vendors serving only non-time/temperature control for safety beverages from a can, bottle or keg with no ice or garnish are pour-only vendors. Examples include wine and beer sampling.
- Product of the Farm exempt vendors.** A market vendor who sells products that are grown, raised or harvested on land owned or leased by grower, with no off-farm ingredients, including vegetables, fruits, eggs, meats, plants, flowers, honey, maple syrup etc. as recognized by MN Stat 28A.15.
- Vendors with a Minneapolis Seasonal Food Permit.** Vendors who hold a current and approved Minneapolis Seasonal Food Permit.

### Food Safety

- Cold holding.** Cold food items stored at or below 41°F.
- Cook or bake.** Food item that will be cooked or baked before serving.
- Cool.** Cooked or baked food items cooled before serving.
- Cut or assemble.** Food item requires mixing, handling, assembly on a surface and/or cutting before being served.
- Hot holding.** Hot food items stored at or above 135°F.
- Portion packaging.** Food item packaged or repackaged into different container(s) before serving.
- Time/temperature control for safety (TCS) food.** Any perishable food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. <https://www.health.state.mn.us/communities/environment/food/docs/fs/tcsfoodfs.pdf>
- Reheat.** Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding.
- Safe temperatures.** As applies to time/temperature control for safety foods, means Temperatures of 41°F or below, or 135°F or above.
- Storage.** Food item that will require storage after preparation but before serving.
- Thaw.** Frozen food items that require thawing before serving.

### Other

- Licensed commercial kitchen.** A retail or production food facility currently licensed by the Department of Health, Department of Agriculture or local food licensing agency. Proof of licensure or permission to use the facility may be required.
- Event Food Sponsor.** Person(s) named responsible on the Event Food Sponsor permit for organizing the public food event.
- MDA.** Minnesota Department of Agriculture.

## Food Vendor Checklist

Vendors must complete the Food Vendor Checklist during set-up on the first day of the event.

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### Fill out during set-up on the first day of the event

#### 1. Hand Washing Station *(Required for open food or beverage)*

- a. Minimum 5-gallons warm water
- b. Container with hands-free spigot
- c. 5-gallon waste water container
- d. Pump soap and paper towels

#### 2. Floor and Ceiling *(Required for open food or beverage)*

- a. Provide smooth, cleanable floors on dirt, gravel or grass surfaces
- b. Onsite booth has overhead protection

#### 3. Food Source/Menu *(Immediate closure if out of compliance)*

- a. No foods are prepared or stored at home
- b. All foods are prepared at a licensed commercial kitchen or onsite at the event

#### 4. Employee Hygiene

- a. Food workers wash hands before beginning food service and often during service
- b. Food workers must not work if ill with vomiting or diarrhea in the last 24 hours
- c. Don't touch ready-to-eat food with bare hands. Use gloves or utensils
- d. No pets in the food service area

#### 5. Food Temperature Control

- a. Hot foods held at 135°F or above
- b. Cold foods held at 41°F or below
- c. Adequate equipment to maintain temperatures hot or cold: (1) Short term food vendors at events lasting more than four hours must use mechanical refrigeration (2) Short term food vendors at events lasting four hours or less may use ice in insulated coolers to maintain 41°F (3) Seasonal food vendors must use NSF, CSA, ETL, or UL accredited or certified mechanical refrigeration at all events
- d. A thermometer to measure food temperature is provided

CONTINUED



**Food Vendor Checklist – continued**

**6. Storage**

- a. Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box
- b. Ice being used to chill beverages is draining
- c. All plates, cups, utensils and equipment are stored at least 6" above the floor

**7. Ice**

- a. Ice used for chilling is not used for serving
- b. Ice bags are kept off the floor or ground
- c. Ice is served with an ice scoop that has a handle
- d. Ice is not handled with bare hands or contaminated (*ice scoop handle must be kept out of ice*)

**8. Cooking**

- a. Raw chicken or poultry is cooked to at least 165°F
- b. Raw ground beef or pork is cooked to at least 155°F
- c. Raw steak, pork, fish or eggs are cooked to at least 145°F
- d. Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding

**9. Food Protection**

- a. Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids
- b. All open food is protected from customer contamination

**10. Sanitizer** (*If needed for wiping cloths or dishwashing*)

- a. Unscented bleach or Quaternary (Quat) sanitizer available
- b. Sanitizer test strips available
- c. Bleach concentration at 50-200 ppm or Quat at 200-400 ppm
- d. Wiping cloths stored in bucket with sanitizer solution

**11. Dish Washing** (*Choose one option*)

- a. I will wash, rinse and sanitize equipment and utensils used for time/temperature control for safety food while on site
- b. I will bring enough extra equipment and utensils used for time/temperature control for safety food to switch out every four hours

**12. End of Day Clean-Up**

- a. Any remaining hot food is discarded (*leftover hot food from temporary events shall not be cooled and re-served*)
- b. Food and equipment stored in a secure location overnight
- c. Booth operator has identified an approved location for disposal of liquid waste and oil/grease
- d. Liquid waste, oil/grease will be properly disposed of
- e. Self-inspection sheet is complete and available for Event Sponsor and Inspector to

## Food Vendor Guidelines

Event food items must meet food safety standards for handling, preparation and storing to prevent foodborne illness.

- 1. All vendors must complete the Food Vendor checklist before opening on the first day of an event.**
- 2. Prepare all food in a licensed commercial kitchen or on-site.** Home prepared foods are allowed only for vendors listed in MN Statute 28A.15.
- 3. Use mechanical refrigeration to keep time/temperature control for safety foods cold.** *Exception: Insulated coolers with ice may be substituted by Short Term vendors only when the event is 4 hours or less. (Seasonal Vendors must always use NSF, CSA, ETL, or UL accredited or certified mechanical refrigeration)*
- 4. Always keep time/temperature control for safety foods, such as meats, fish, poultry, cooked rice and salads, at 41°F or colder or 135°F or hotter.** Use a metal-stem thermometer to check internal food temperatures.
- 5. Reheat food quickly to 165°F and hold at 135°F or higher.** Domestic slow cookers and crock pots are not allowed. Sterno™ and other canned heat are not allowed at outdoor events.
- 6. All food stands must have a tent or canopy.** If you are at an event where the tent or canopy is on grass or dirt, you must provide flooring (*mats, plywood, etc.*) for the Food Stand. *Exception: Flooring is not needed if all foods and beverages are packaged and remain unopened when served.*
- 7. Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor.** Label chemicals and store soap, sanitizer, insect sprays and chemicals away from food and food related items.
- 8. Prepare and serve all foods out of reach of the customers.** Self-service is not allowed unless proper utensils are provided such as: individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, etc.

- 9. A fire extinguisher must be provided if cooking with an open flame.**
- 10. Liquid Propane tanks over 20 pounds require a permit from Minneapolis Fire Inspection Services.** For permit application call 311 or outside Minneapolis call (612) 673-3000. Gas hose must be constructed of rigid copper, black iron or galvanized pipe.
- 11. Practice good personal hygiene.** Do not work within 24 hours of being sick (vomiting or diarrhea). Do not eat in the food service area. Wash hands frequently.
- 12. Provide hand washing if you prepare or serve open food or beverage.** Handwashing must be set up within 10 feet of food stand. Restroom hand sinks do not satisfy this requirement. Hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed set-up.

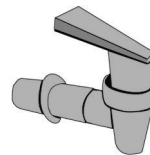
Mobile Hand Washing Sink



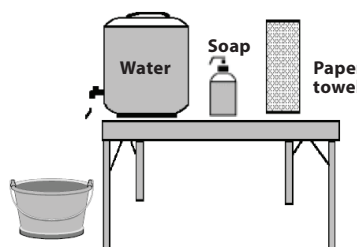
### Gravity-fed hand washing:

- Insulated 5 gallon container of warm, potable water
- Water should be refilled before the level comes down to 2 inches from the spigot
- Container must have a hands-free spigot that can be turned on and off
- Liquid hand soap
- Paper towels
- Catch bucket of at least 5 gallons

Hands-Free Spigot



Gravity Hand Washing Setup



- 13. Wash equipment and utensils.** Bring enough of your utensils and equipment used with time/temperature control for safety food to switch out to new ones at least every four hours.

If you will wash equipment and utensils at the event, wash, rinse and sanitize them at least every four hours in a 3-compartment sink or 3-bucket set-up. The sinks or buckets must be large enough for your largest utensil to fit.

1. Wash in warm, soapy water
2. Rinse in clean water
3. Sanitize in bleach or quaternary solution

Bring test strips to check sanitizer (*50-200 PPM for Chlorine; 200 – 400 PPM for Quaternary*)

Utensil Washing Setup



**Failure to comply with these guidelines can result in a citation, closure of food booth, or denial of future permits.**

Minneapolis has rules on containers used for serving food and drinks.

- All food businesses licensed in Minneapolis must follow Green to Go rules
- Caterers, hospitals, and nursing homes do not need to follow Green To Go rules

Green To Go rules apply to food and drinks meant to be eaten immediately or taken to go. Food and drinks must be put in containers that are either:

- Reusable
- Recyclable
- Compostable

### Recyclable Plastics

Choose recyclable plastics with a #1, #2 or #5.



### Compostable Plastics

Choose compostable plastics with the BPI certified logo.



### Black plastic

Black plastic is trash.

- Avoid using black plastic containers
- Local recycling facilities are not able to recycle black plastic



### Not allowed

- #6 plastics (polystyrene)
- Styrofoam™ (expanded polystyrene)



[minneapolismn.gov/green-to-go](http://minneapolismn.gov/green-to-go)

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## Collection bins

Food businesses must provide collection bins for each type of material used.

- Recyclable materials must be recycled
- Compostable plastics must be collected as organics and sent for composting



## Exempt items

These items do not need to meet Green To Go rules:

- Utensils
- Straws
- Stir sticks



## Utensil suggestion

- Ask customers if they need utensils, straws and stir sticks. Only give them out when needed.
- This can save money and reduce waste

## Packaging food onsite

Individual servings of food and drinks must be in packaging that meets Green To Go rules.

This does not include:

- Foods prepackaged by a manufacturer, producer or distributor
- Plastic films less than 10 mils thick

## Be aware

Some products promoted as green or good for the environment do not meet Green To Go rules.

## Hennepin County

Hennepin County offers grants, signage, and technical assistance to businesses. Visit [hennepin.us/business-recycling](http://hennepin.us/business-recycling), email [businessrecycling@hennepin.us](mailto:businessrecycling@hennepin.us) or call 612-543-9298.

