



**Public Health**  
Prevent. Promote. Protect.

**Horizon Environmental Health**  
**Serving Douglas & Pope Counties**

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**License Application for Special Event Food Stand**

*A Special Event Food Stand is a food and beverage establishment which is used in conjunction with celebrations and special events, and which operates for no more than ten total days per calendar year.*

**APPLICANT INFORMATION**

**PLEASE PRINT CLEARLY!**

(Individual, business name, organization, corporation, partnership)

Applicant/Contact Name: Telephone:

Mailing\* Address:  
*\*this is the address your license will be mailed to*

Applicant/Contact Email Address:

**FEES**

Single Event	Additional Events, up to 3	Late Penalty Fee	Fee for Operating Without	Total Fee:
- \$35.00	total events- \$5.00 per event	- \$25.00 <sup>!!</sup>	A License - \$75.00	

**!!ALL SPECIAL EVENT LICENSE APPLICATIONS SHALL BE RECEIVED BY THIS OFFICE NO LATER THAN 14 DAYS PRIOR TO THE EVENT; A \$25.00 LATE FEE WILL BE ADDED TO ALL APPLICATIONS NOT RECEIVED AT LEAST 14 DAYS PRIOR TO THE SPECIAL EVENT.**

**Make checks payable to: HORIZON PUBLIC HEALTH**

Notice: The issuance of a dishonored check to this department will require a service charge as per Minnesota Statute Section 604.113.

**EVENT INFORMATION**

**EVENT #1**

Event Name: Food Stand Name:

Event Location: Food Stand location:

Person in Charge: Person In Charge Telephone:

Date(s) of Event: Times of Event:

**Menu – list all foods and beverages to be served, including the source (grocery, food supplier, etc.)**

Foods/Beverages, Source:

**Equipment – list all food equipment that will be used. For events that last longer than 4 hours, mechanical refrigeration is required. !!!!NO CROCKPOTS!!!!**

Equipment:

**Facilities provided for handwashing – if a permanent handwashing sink is not available within the food service site, a temporary handwashing station must be used - see handout included in special event packet ( check appropriate box below)**

Permanent handwashing sink  Temporary handwashing station

**Facilities provided for dishwashing - see handout provided in special event packet for temporary dishwashing station**

No dishes (single-service items only)  Permanent 3-compartment sink  Temporary dishwashing station

**Water Source – water must come from an approved public water supply system. Water cannot come from a residential well.**

Water source: Are hoses or containers used for transporting water? Yes No

**Solid/liquid Waste – Wastewater must be discharged into an approved sanitary sewer or holding tank. Ground surface discharging is not permitted. Trash & garbage stored for extended periods of time must be placed in tightly covered, non-absorbent containers. (check appropriate box below)**

Method of disposal:  Municipal  Private septic system  Self-contained unit/holding tank

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

Signature Date

**FOR OFFICE USE ONLY:**  
Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Received by: \_\_\_\_\_ Approved? Yes No by \_\_\_\_\_

**FOR ADDITIONAL EVENTS, COMPLETE PAGE 2**

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**EVENT #2**

Event Name:	Food Stand Name:
Event Location:	Food Stand Location:
Person in Charge:	Person in Charge Telephone:
Date(s) of Event:	Times of Event:

**Menu – list all foods and beverages to be served, including the source (grocery, food supplier, etc.)**

Foods/Beverages, Source:

**Equipment – list all food equipment that will be used. For events that last longer than 4 hours, mechanical refrigeration is required. **!!!!NO CROCKPOTS!!!!****

Equipment:

**Facilities provided for handwashing – if a permanent handwashing sink is not available within the food service site, a temporary handwashing station must be used - see handout included in special event packet. (check appropriate box below)**

<input type="checkbox"/> Permanent handwashing sink	<input type="checkbox"/> Temporary handwashing station
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**Facilities provided for dishwashing – see handout provided in special event packet for temporary dishwashing station**

<input type="checkbox"/> No dishes (single-service items only)	<input type="checkbox"/> Permanent 3-compartment sink	<input type="checkbox"/> Temporary dishwashing station
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**Water Source – water must come from an approved public water supply system. Water cannot come from a residential well.**

Water Source:	Are hoses or containers used for transporting water? Yes No
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**Solid/liquid Waste – Wastewater must be discharged into an approved sanitary sewer or holding tank. Ground surface discharging is not permitted. Trash and garbage stored for extended periods of time must be placed in tightly covered, non-absorbent containers. (check appropriate box below)**

<b>Method of disposal:</b>	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private septic system	<input type="checkbox"/> Self-contained unit/holding tank
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**FOR OFFICE USE ONLY:**

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Received by: \_\_\_\_\_ Approved? Yes No by \_\_\_\_\_

**EVENT #3**

Event Name:	Food Stand Name:
Event Location:	Food Stand Location:
Person in Charge:	Person in Charge Telephone:
Date(s) of Event:	Times of Event:

**Menu – list all foods and beverages to be served, including the source (grocery, food supplier, etc.)**

Foods/Beverages, Source:

**Equipment – list all food equipment that will be used. For events that last longer than 4 hours, mechanical refrigeration is required. **!!!!NO CROCKPOTS!!!!****

Equipment:

**Facilities provided for handwashing – if a permanent handwashing sink is not available within the food service site, a temporary handwashing station must be used - see handout included in special event packet. (check appropriate box below)**

<input type="checkbox"/> Permanent handwashing sink	<input type="checkbox"/> Temporary handwashing station
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**Facilities provided for dishwashing – see handout provided in special event packet for temporary dishwashing station**

<input type="checkbox"/> No dishes (single-service items only)	<input type="checkbox"/> Permanent 3-compartment sink	<input type="checkbox"/> Temporary dishwashing station
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**Water Source – water must come from an approved public water supply system. Water cannot come from a residential well.**

Water Source:	Are hoses or containers used for transporting water? Yes No
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**Solid/liquid Waste – Wastewater must be discharged into an approved sanitary sewer or holding tank. Ground surface discharging is not permitted. Trash and garbage stored for extended periods of time must be placed in tightly covered, non-absorbent containers. (check appropriate box below)**

<b>Method of disposal:</b>	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private septic system	<input type="checkbox"/> Self-contained unit/holding tank
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**FOR OFFICE USE ONLY:**

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Received by: \_\_\_\_\_ Approved? Yes No by \_\_\_\_\_