



BROWN COUNTY PUBLIC HEALTH

1117 CENTER STREET
PO BOX 543
NEW ULM MN 56073-0543
Phone (507) 233-6820 • Fax (507) 233-6819

2026 SPECIAL EVENT FOOD SERVICE LICENSE APPLICATION

Applicant Information

Organization: _____
Person in Charge: _____ Phone: _____
Mailing Address: _____ (License will be mailed to this address)
City: _____ State: _____ Zip: _____
Email: _____ Is your group a 501(c) non-profit organization? ☐ Yes ☐ No
REQUIRED: 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:
MN State Tax ID Number: _____, Federal Tax ID Number: _____ **OR** SSN: _____

Minnesota Statute 157.16, Subd 3a. Statewide hospitality fee:

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.

Event (s) Information - Please list all events planned for the license year

Name of Event: _____ Location of Event: _____ Date(s) of Event: _____ Time(s) of Food Service: Begin: a.m./p.m. _____ End: a.m./p.m. _____	Name of Event: _____ Location of Event: _____ Date(s) of Event: _____ Time(s) of Food Service: Begin: a.m./p.m. _____ End: a.m./p.m. _____
Name of Event: _____ Location of Event: _____ Date(s) of Event: _____ Time(s) of Food Service: Begin: a.m./p.m. _____ End: a.m./p.m. _____	Name of Event: _____ Location of Event: _____ Date(s) of Event: _____ Time(s) of Food Service: Begin: a.m./p.m. _____ End: a.m./p.m. _____

Make checks payable to: Brown County Public Health (Sorry we do not accept credit cards)

(Applications should be received 2 weeks prior to event - License will not be provided until payment is received)

☐ **\$55.00 Special Event Food Service**

Special Event Food Service means a food and beverage service establishment which is used in conjunction with celebrations and special events, and which operates for **NO MORE THAN 10** total days within the applicable license period. (License period runs from Jan.1 to Dec. 31 of applicable year.)

☐ **\$25.00 One Day Special Event Food Service**

Means a food and beverage service stand which is used in conjunction with a **ONE DAY** celebration, benefit or special event within the applicable license period. (License period runs from Jan.1 to Dec. 31 of applicable year.)

For Office Use Only:

Received:

Check # _____

License # _____

County: _____

A group may only have 1 One Day license for the entire year.

Handwashing Requirements

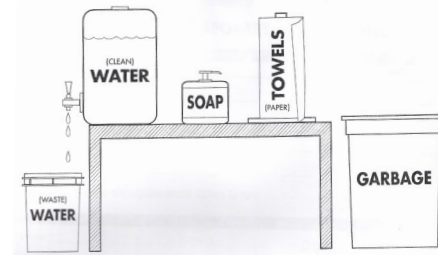
Handwashing facilities are required at each event.

Choose one of the following methods:

_____ Gravity device supplied with running water and a faucet, soap and paper towels.

_____ Sink available **IN STAND** with running water, soap, and paper towels.

Gravity Hand-Washing Station



How will you minimize direct hand contact with ready-to-eat foods?

☐ Gloves ☐ Tongs ☐ Other (please list) _____

Water Supply & Waste Water

Water supply must be obtained from an approved public water supply system. Water can NOT be supplied through a garden hose. Water must be supplied with a food-grade hose that is approved for drinking purposes. The hose must be flushed and sanitized before use. The water inlet must be protected from contamination and designed so a non-potable service connection cannot be made. Waste water shall be discharged into a sanitary sewer system or approved septic system.

What is the source of water supply for the event?

☐ Municipal (city water) ☐ Private well (describe type, location, etc.) _____

What is the method of disposal for waste water at the event?

☐ Municipal drain ☐ Holding Tank ☐ Other (please list) _____

(Disposal by throwing or dumping the waste water on the ground or storm sewer is NOT permitted)

Utensil/Equipment Washing

Three basins for equipment/utensil washing must be used at each event. The correct procedure for manual utensil washing is as follows and must be used at each event:

WASH

In warm soapy water



RINSE

in clear water



SANITIZE

at least 10 seconds for chlorine
30 seconds for other sanitizer solutions



AIR DRY

towel drying is prohibited



Chose one of the following methods:

_____ Temporary Three (3) Basin System—using temporary basins

_____ Permanent Three (3) Compartment Sink located IN-STAND

What type of sanitizer will be used for utensil/equipment sanitizing?

☐ Quat ☐ Bleach ☐ Iodine ☐ Other (please list) _____

☐ No serving utensils
are being used.

What type of sanitizer will be used for food contact surfaces?

☐ Quat ☐ Bleach ☐ Iodine ☐ Other (please list) _____

**A test kit must be
available to verify
sanitizer
concentration.**

This MENU will be approved only for preparation and service as specified below. Any changes will require additional approval. Be sure to indicate menu items for each event.

[illegible]

VENTILATION/FIRE PROTECTION GUIDELINES
A TEMPORARY COOKING OPERATION, SUCH AS A MOBILE TRAILER OR A BOOTH AT A FAIR

- Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of amusement rides or devices.
- A 40 B:C rated dry chemical fire extinguisher shall be provided where deep-fat fryers are used.
- When conducted inside a tent, canopy, or temporary membrane structure, cooking and heating equipment shall be vented to the outside. Where vents or flues are used, all portions of the temporary membrane structure, tent or canopy shall be no less than 12 inches from the flue of vent. Solid-fuel burning equipment shall be equipped with spark arrestors. Cooking and heating shall not be located within 10 feet of exits or combustible materials. Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a temporary membrane structure, tent or canopy. LP gas containers must be located outside tents. Flammable liquid fueled equipment is not permitted in temporary membrane structures, tents, or canopies.

Other Materials Available

Check box if needed: (These materials will be sent with license if requested)

- ☐ Temperature Chart ☐ Sanitizer Log ☐ Handwashing Poster
- ☐ Temporary Food Safety Booklet ☐ 3 Sink Dishwashing Poster

or **Website for Posters:** www.browncountymn.gov (select Public Health then Brown County Environmental Health from side bar)

SPECIAL NOTE:

Any food stand operating within Brown, Nicollet, Cottonwood and Watonwan Counties with a license issued by the Minnesota Department of Health does not need to obtain a license from our agency but will be charged a \$15.00 inspection fee if that food stand is inspected at an event in Brown, Nicollet, Cottonwood or Watonwan County.

This fee only applies to those food stands already licensed by the State Health Department.

Based on the information provided herein, I understand that a temporary food license is required for this event. I further understand that my application will be considered only for the food and beverages specified.

Brown County Public Health must be notified of any deviations or changes to the menu

Applicant Signature

Date

Mail or Deliver application and payment at least 2 weeks prior to the event to:

BROWN COUNTY PUBLIC HEALTH
1117 CENTER STREET
PO BOX 543
NEW ULM, MN 56073

Please Do Not Write Below This Line

FOR OFFICE USE ONLY

This application is approved only for the operation as specified above. Additional approval is required for any deviations.

Environmental Health Specialist

Date

Additional Comments: