



**Las Animas | Huerfano Counties**  
DISTRICT HEALTH DEPARTMENT

*Las Animas-Huerfano Counties District Health Department*

412 Benedicta Avenue • Trinidad, CO 81082 • (719) 846-2213 ● 119 E. 5<sup>th</sup> Street • Walsenburg, CO 81089 (719) 738-2650

## Event Coordinator Plan Review

**Please submit this plan review at least 10 days prior to your event.** Non-profit coordinators, please have official non-profit documentation (501C3 or equal) available for review. All coordinators please include your list of vendors including non-profit and cottage food vendors.

### EVENT INFORMATION

Name of the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Hour of the Event: (Days and times) \_\_\_\_\_

Last year's attendance: \_\_\_\_\_ Expected attendance this year: \_\_\_\_\_

Anticipated Number of Food Booths: \_\_\_\_\_ (*Complete attached Vendor Information List*)

Event Coordinator Company: \_\_\_\_\_

Coordinator Contact Person's Name: \_\_\_\_\_

Coordinator's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Coordinator's Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Coordinator's E-mail address: \_\_\_\_\_

Contact Person during the Event (if different from above): \_\_\_\_\_

Contact phone number for the day of the Event: (\_\_\_\_\_) \_\_\_\_\_

### SERVICES PROVIDED ON-SITE TO FOOD VENDORS (Check all that apply and provide details if necessary):

#### **Water Supply:**

- There is access to a potable water tap(s) on site.
- Vendors must bring their own water supplies.

#### **Wastewater:**

- There will be liquid waste collection tanks / receptacles on site.
- Vendors must arrange for their own wastewater disposal.

**Electricity:**

- There will be no electricity supplied on site.
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use generators on site.

**Trash / Refuse:**

- There will be trash receptacles throughout the event for the public.
- There will be dumpsters on site for vendors and public trash removal.  
How often will they be serviced? \_\_\_\_\_

**Toilet Facilities:**

- Toilets in permanently plumbed public restrooms. How many? \_\_\_\_\_
- Portable toilets. How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_

**Hand Wash Facilities:**

- Hand sinks in permanently plumbed public restrooms. How many? \_\_\_\_\_
- Portable hand wash stations. How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_

**Commissary Kitchen:**

- Location: \_\_\_\_\_
- Commissary has facilities to wash, rinse and sanitize utensils
  - Commissary has facilities to cold hold
  - Commissary has facilities to wash and prepare produce

**Other Services:**

- Ice
- Refrigerated truck (Supervision MUST be provided throughout the event with ability to adjust temperature/repair refrigeration during event.)

**Will there be a petting zoo at the event? Y or N**

**Will there be a carnival at the event? Y or N**

**Will they be providing food? Y or N**

**If they provide food, please provide carnival contact information.**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Will there be any pools at the event? Y or N** If yes, please provide contact person and phone number:  
\_\_\_\_\_

**Will there be any body art or piercing vendors at the event? Y or N** If yes, please provide vendor names:  
\_\_\_\_\_

## **TEMPORARY EVENT SITE MAP**

Provide a labeled map of the entire Temporary Event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities (portable and fixed)
- Trash can and dumpster locations
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Food booth vendors
- Roadways, sidewalks, and walkways
- Carnival food vendors (if applicable)
- Refrigerated truck (if applicable)
- Ice truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo, Body Art/ Piercing, Pools, etc (if applicable)

## **COTTAGE FOOD GUIDANCE**

**Cottage Food producers must meet the criteria outlined in the Cottage Food Act.  
Cottage Food producers must be Colorado residents.**

**Cottage Food producers must provide a visible placard or sign that states:** "This product was produced in a home kitchen that is not subject to state licensure or inspection and that may also process common food allergens such as tree nuts, peanuts, eggs, soy, sesame, wheat, milk, fish, and crustacean shellfish. This product is not intended for resale."

**Cottage Food producers must complete an approved food safety course that includes basic food handling and renew their training as required by each course.** They should have a copy of their food safety training certificate posted or available at point of sale.

**Further guidance can be obtained at the Colorado Department of Public Health & Environment (CDPHE) website, including a list of eligible and ineligible foods.**

<https://cdphe.colorado.gov/dehs/cottage-foods>

## **COTTAGE FOOD REQUIREMENTS**

- Colorado resident
- Food safety/handler certificate
- Cottage food placard/signage

### **Submit to:**

Las Animas-Huerfano Counties District Health Department  
Environmental Health  
412 Benedicta Avenue  
Trinidad, CO 81082

[rsykes@la-h-health.org](mailto:rsykes@la-h-health.org) or [achavez@la-h-health.org](mailto:achavez@la-h-health.org)

## Vendor Information List

Please complete and submit at least 10 days prior to the event.

<b>Booth #</b>	<b>Vendor/ Booth Name</b>	<b>Contact Person Name</b>	<b>Contact Number</b>	<b>Contact E-mail</b>	<b>Cottage Food? Y or N</b>	<b>Licensed in CO? Y or N</b>