



Division of Environmental Health  
100 Central Ave Rm 261  
Cheyenne, WY 82007  
Phone: (307) 633-4090 Fax: (307) 633-4038  
Website: [www.laramiecountyywy.gov](http://www.laramiecountyywy.gov)  
Email: [envhlth@laramiecountyywy.gov](mailto:envhlth@laramiecountyywy.gov)

### Application for Temporary Food Establishment License

TEMPORARY FOOD ESTABLISHMENT LICENSE IS ONLY VALID FOR FOURTEEN (14) CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION HELD AT A FIXED LOCATION (*Wyoming Food Safety Rule Chapter 1 Section 8 (c)(xx)*).

License fees for Temporary Food Permit Event shall be \$50.00 – **Cash or Check ONLY & must be submitted at time of application within five (5) business days prior to the event.**

Checks must be made payable to **WYOMING DEPARTMENT OF AGRICULTURE**

All foods must be from approved sources. Meats & poultry must be USDA approved.

Foods shall be made on-site or at an approved commercial establishment.

Foods shall not be prepared nor stored at home.

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Function Start Date: \_\_\_\_\_ Function End Date: \_\_\_\_\_

#### Business/Organization Information

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

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

Address: \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Items Being Served \_\_\_\_\_

Location(s) of Food Preparation \_\_\_\_\_

*I UNDERSTAND THE LICENSE FOR WHICH I AM APPLYING IS NON-TRANSFERABLE. IT MAY BE DENIED, SUSPENDED, OR REVOKED FOR NON-COMPLIANCE OR CONSECUTIVE VIOLATIONS OF THE STANDARDS GOVERNING THIS ACTIVITY, IN ACCORDANCE WITH THE WYOMING FOOD, DRUG, AND COSMETIC SAFETY ACT. I AGREE TO COMPLY WITH THE ESTABLISHED REQUIREMENTS FOR THIS ACTIVITY AT ALL TIMES DURING ACTUAL OPERATION.*

SIGNATURE OF RESPONSIBLE PARTY: \_\_\_\_\_ DATE: \_\_\_\_\_

(NOT VALID WITHOUT SIGNATURE)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ License #: \_\_\_\_\_ Amt. Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cash

**NOTE:** Contact City Clerk's Office and City Fire Department if function is within the city limits.

**\*\*\*If the event is a recognized fundraiser and you are a recognized non-profit organization, you do not need to fill out the questionnaire nor the permit application.\*\*\***

**\*\*\*Please put N/A on any questions which do not apply to your event.\*\*\***

\_\_\_\_\_NO

[illegible]

If cooling food during preparation or at any time during the event, how will foods be rapidly cooled to 41°F or below? Check all that apply.

- \_\_\_\_\_ Shallow pans uncovered in refrigerator
- \_\_\_\_\_ Ice bath and frequent stirring
- \_\_\_\_\_ Ice paddle or wand with continued stirring
- \_\_\_\_\_ Other (Specify) \_\_\_\_\_

\*Foods that are cooled must meet the following requirements:

1. Cool product from 135°F to 70°F within two (2) hours
2. Continue to cool product from 70°F to 41°F within four (4) hours

**\*\*\*Food shall be transported directly to site and shall not be stored at home.\*\*\***

What equipment will be used to control the temperatures and prevent cross contamination during transportation of your food items to the event? Check all that apply.

- \_\_\_\_\_ Coolers with ice
- \_\_\_\_\_ Cambros for hot/cold foods
- \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**FOOD HANDLING AT THE EVENT**

**\*\*\*Complete this section for food that will be cooked/prepped AT the event.\*\*\***

List each food item you will be handling at the event and indicate all procedures associated with that item. Hot food items must be reheated to 165°F or cooked to their correct internal cooking temperature. A thermometer shall be used to ensure that all proper temperatures are being met during the event.

Food	Thaw	Cut/ Assem- ble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding

How will hot foods be held at 135°F or higher at the event? Check all that apply.

- \_\_\_\_\_ Served immediately after cooking
  - \_\_\_\_\_ Held on grill until served
  - \_\_\_\_\_ Hot holding unit
- \_\_\_\_\_ Steam table
  - \_\_\_\_\_ Heat Lamps
  - \_\_\_\_\_ Crock pots
  - \_\_\_\_\_ Other (Specify) \_\_\_\_\_

How will all cold foods be held at 41°F or lower at the event? Check all that apply.

\_\_\_\_\_ Refrigerator/Freezer  
\_\_\_\_\_ Ice chest/Cooler  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

**\*\*\*Food handlers shall minimize bare hand contact with all food through the use of suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.\*\*\***

Where will utensils be washed, rinsed, and sanitized?

\_\_\_\_\_ Commissary  
\_\_\_\_\_ Portable/temporary three (3) compartment sink  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

**\*\*\*Temporary three (3) compartment sink stations are required to have the following items:**

- ⇒ Three (3) different tubs/buckets designated for washing, rinsing, and sanitizing.
- ⇒ Soap
- ⇒ Sanitizer (Bleach or Quat)
- ⇒ Either a tub or approved flat surface for clean dishes to be placed on for drying. Dishes must be air dried and never towel dried.

Which type of sanitizer will you be using? The correct tests strips for sanitizer must be provided and used.

\_\_\_\_\_ Bleach (Concentration must be 100ppm when mixed in spray bottle/bucket & 50-100ppm when used for three (3) compartment sink)  
\_\_\_\_\_ Quaternary Ammonia (Quat) (Concentration must be 200ppm when mixed)

How will the sanitizer be dispensed?

\_\_\_\_\_ Spray bottle with paper towels  
\_\_\_\_\_ Bucket with wiping cloth

What type of hand washing station will you have in your booth/unit?

\_\_\_\_\_ Portable/temporary hand sink  
\_\_\_\_\_ Provided on-site

**\*\*\*Temporary hand wash stations are required to have the following items:**

- ⇒ A minimum of five (5) gallons of warm potable water in a container
- ⇒ Soap (Hand sanitizers are NOT an acceptable replacement for required hand washing).
- ⇒ Paper towels
- ⇒ A five (5) gallon bucket to catch the waste water

**\*\*\*Hair control such as hats, scarves, or hairnets are required for anyone serving, preparing, and cooking food at the event and the commissary.\*\*\***

**\*\*\*Waste water cannot be dumped on the ground or into the storm drain. Waste water must be dumped in a sanitary sewer (i.e. mop sink, toilet, etc.)\*\*\***

Signature of Vendor \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

## COMMISSARY AGREEMENT FORM

This commissary agreement must be signed by the commissary owner or manager before you will be issued a temporary food service permit. Please submit this completed form along with your questionnaire and temporary food service application. This commissary agreement is only valid for the dates as agreed upon on this form and will be valid only for the current calendar year.

Date of use: \_\_\_\_\_ to \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Owner/Manager) (Commissary Name)

located at \_\_\_\_\_  
(Commissary Address)

do hereby give my permission to \_\_\_\_\_  
(Temporary Vendor)

to use my kitchen facilities to perform the following (Check all that apply):

\_\_\_\_\_ Preparation of foods, such as washing, cutting, cooking, cooling, and reheating.

- ◆ What food will be prepared at the commissary? Make sure to list ALL food items. Further information on how they will be prepared is covered in the questionnaire.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Storage of foods in refrigerators or freezers

\_\_\_\_\_ Cleaning of equipment

\_\_\_\_\_ Dish/utensil washing

\_\_\_\_\_ Filling of potable water tanks/coolers

\_\_\_\_\_ Other \_\_\_\_\_

Please indicate the equipment available at the commissary for Vendor to use?

\_\_\_\_\_ Hand Sink      \_\_\_\_\_ Prep Sink      \_\_\_\_\_ Mop Sink      \_\_\_\_\_ Dish Washer

\_\_\_\_\_ 3 Compartment Sink      \_\_\_\_\_ Dry Storage      \_\_\_\_\_ Refrigeration      \_\_\_\_\_ Freezer

\_\_\_\_\_ Cooling Equipment      \_\_\_\_\_ Cooking Equipment      \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Temporary Vendor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Commissary Owner /Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Title (Owner/Manager)