



Park City-County Health Department
414 E. Callender St.
Livingston, MT 59047
(406) 222-4145

www.parkcounty.org

Event Coordinator's Application For Temporary Events in Park County

Temporary Food Event Permit Information

The State of Montana requires temporary food service operations that prepare, serve, or sell potentially hazardous foods (PHFs) at public events to comply with specific food safety regulations. **These requirements apply whether food or beverages are sold or provided free of charge.**

Potentially hazardous foods, also known as time/temperature control for safety (TCS) foods, are foods that require temperature control to limit the growth of harmful bacteria or the production of toxins. Examples include meat, poultry, fish, eggs, dairy products, cooked rice or pasta, cooked vegetables, cut leafy greens, cut tomatoes, cut melons, garlic-in-oil mixtures, tofu, sprouts, and other foods that must be kept hot or cold to remain safe.

Temporary food operations face unique challenges due to limited facilities and changing event conditions. These operations must meet food safety standards designed to reduce the risk of foodborne illness transmission to the public.

This application is required for the registration and review of any temporary event lasting one or more days that includes two (2) or more food and beverage vendors, including vendors serving alcoholic beverages.

Approval of an event plan by Park City-County Health Department applies only to the requirements administered by the Environmental Health Department. Event organizers and vendors remain responsible for complying with all other applicable federal, state, and local laws, regulations, permits, and licensing requirements.

Event Coordinator's Responsibility and Checklist

All food vendors providing food to the public at an event must possess a retail food license or acquire a temporary food establishment permit from the Park City-County Environmental Health Department prior to operating. As an Event Coordinator, it is your responsibility to ensure the following:

- Complete the application legibly and completely. Incomplete submissions will not be accepted.
- Vendor Notification: Inform all food vendors who do not possess a retail food license that they must fill out and submit the Park County Application for Temporary Food Establishments. If they are uncertain whether they need one, please have them call (406) 222-4145.
- Ensure all participating food vendors possess a current Retail Food License, Montana Cottage Food License, or a Temporary Food Establishment permit approved by Park City-County Health Department. **Vendors must submit Temporary Food Establishment Permit Applications to the Department 14 days prior to the event** to facilitate the timely submission of the event coordinator's packet. Note, depending on circumstances, licensed vendors may be required to obtain a Temporary Food Establishment Permit for the event. Please have them reach out to us to check.
- Submit this application to Park City-County Health Department at least **seven** days prior to the event.
- Submit a Food Vendor Roster (see final page). Any last-minute changes to the roster must be submitted via email.
- Ensure adequate sanitation services are provided, including toilet rooms, handwashing facilities, janitorial services, trash disposal and collection, and janitorial services.
- Ensure vendors display their permits or licenses in visible locations during operating hours.
- Attach a detailed map of the event including:
 - Vendor spaces including permanent on-site kitchens, temporary food and beverage stations, and mobile food trucks and carts.
 - Water supplies, including potable and non-potable water sources supplied by the event coordinator.
 - Ice storage and production equipment and facilities.
 - Refrigeration or freezer units supplied by the event coordinator.
 - Toilets
 - Handwashing facilities
 - Wastewater disposal
 - Solid waste disposal

Temporary Food Establishment Event Coordinator Application and Registration



Complete and submit to:

Park City-County Environmental Health Department
414 East Callender St.
Livingston, MT 59047
(406) 222-4145

HealthDepartment@parkcountymt.gov

www.parkcounty.org

Name of Event:

Address and City of Event:

Indoor, Outdoor, or Mixed?

Date(s) and Hours of Event:

How many attendees are expected (max per day)?

When will vendors set up?

Person-in-Charge Name, phone #, and email:

Event Organization Name and Mailing Address:

Describe the Water Supply (Private or Municipal): *Please submit current water sample results for coliforms if private water supply

Describe the Wastewater Supply – Public or Private On-site/Septic?

Number of Toilet Facilities:	Flush:	Portable:	Other:
Number of Handwashing Facilities:	Permanent:	Portable:	Other:

Describe garbage disposal methods. Will trash removal bins and services be provided?

Describe other event-provided support services, for example cold storage, kitchen facilities, dishwashing area, ice, event clean-up, etc.

Statement: *I hereby affirm that the information furnished in this application is accurate and complete to the best of my knowledge. I am fully aware that any unauthorized deviation from the specified terms without prior permission from the Park City-County Health Department may void the approval of this event.*

Coordinator Signature:

Date:

Environmental Health Specialist Determination:

☐ Approved

☐ Denied Reason for denial:

Additional Comments:

Environmental Health Specialist Signature:

Date:

FOOD VENDOR ROSTER									
--------------------	--	--	--	--	--	--	--	--	--

Food Vendors with multiple booths at the temporary event must submit a permit application for each booth

[illegible]