

# Special Event Guidance Document

## Definition

*“Special event food stand” (MN Section 157.15, Subd. 14.) means a food and beverage service establishment which is used in conjunction with celebrations and special events, and which operators no more than ten total days within the applicable license period.*

## Licensing Requirements

- Obtain a license by submitting application and payment to the Hennepin County Environmental Health Department a minimum of 10 days prior to the event to avoid late fees.  
[regular-short-term-food-license-app-2024.pdf \(hennepin.us\)](#)  
[low-risk-short-term-food-license-application-2024.pdf \(hennepin.us\)](#)
- Complete the “Self-Inspection Checklist”
- Post the license in public view.

## Food Stand Setup

- Provide overhead protection such as an event tent and 3 side walls in the event of adverse weather.
- A solid ground surface such as concrete or asphalt. If the stand is set on grass or dirt, provide flooring such as plywood or mats.
- Provide enough tables or shelving to keep all food, ice, utensils, paper products, etc. at least 6” off the ground or floor.
- Provide a handwashing sink/station with running water, soap, paper towels, wastewater collection, and a trash container.

## Safe Operation

### Health and Hygiene

- Exclude persons who have been ill with vomiting and/or diarrhea from food handling for at least 24 hours after symptoms end.
- Wash hands often and before handling food, clean equipment/utensils, after eating/smoking/drinking, leaving the food stand, or after handling raw foods. Handwashing is the most effective means of preventing foodborne illness.
- Bare hand contact with ready to eat food is prohibited. Gloves, utensils, or food paper must be used.

### Approve Sources

- Obtain food, beverages, and ice from approved sources such as licensed suppliers, grocery stores, restaurants, etc.
- Meat products must be USDA or MN Equal to.
- Food cannot be stored in a private home.
- Obtain water from an approved source such as a public water supply system or commercially packaged water. If hoses are used, they must be NSF.

## Hennepin County Public Health

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## Cleaning and Separation

- Provide three containers large enough to wash, rinse, and sanitize equipment. Wash in hot soapy water, rinse in clean water, and sanitize in an approved chemical sanitizer such as quaternary ammonium or chlorine bleach. Always follow the label and use a test kit to verify the concentration.

**Chlorine bleach: 50-200ppm**

**Quaternary Ammonium: 200-400ppm**

- Store wet wiping cloths in sanitizer solutions at the concentrations listed above.
- Prevent contamination by keeping raw meat, poultry, and fish below or separate from ready-to-eat food.
- Prevent contamination by keeping ice used as an ingredient separate from ice used to cool containers and beverages.

## Cooking and holding temperatures

- Cook raw animal foods as follows:
  - 165°F for 15 seconds for poultry**
  - 155°F for 15 seconds for ground meat**
  - 145°F for 15 seconds for whole muscle meat**
- Maintain cold food at 41 Maintain cold TCS food at 41°F or below. Frozen food must remain frozen.
- Provide mechanical refrigeration for cold TCS food held for four hours or longer. For less than four hours, dry ice, ice, or frozen freezer packs may be used as long as TCS food is maintained at 41°F or below.
- Maintain hot TCS food at 135°F or above.
- Domestic slow cookers (Crockpots) are not allowed.

## Wastewater

Solid waste and wastewater must be properly disposed. Storm sewers and the ground are not acceptable areas for wastewater disposal.