

# Le Sueur—Waseca Community Health Board



130 South Park Ave, Le Center MN 56057  
Phone: 507.357.8246

1000 W Elm Ave, Waseca MN 56093  
Phone: 507.835.0587



*Please review and save the following information*

## Special Event Food Stand

### Definitions:

**Special event food stand** means a food establishment which is used in conjunction with celebrations and special events, and which operates no more than **10 total days** within the applicable license period that runs from **6/1/2026 - 5/31/2027**.

### Requirements:

The applicant for a license to operate a Special Event Food Stand shall complete the License Application and return it with the applicable fees to Le Sueur County Public Health Services at least **14 days** prior to operating. The following information must be included: a list of all food and beverages to be served, sources of all foods served, a list of all equipment used in the food operation, a description of hand washing and dish washing facilities, the water source and method of waste disposal, and the time period and location of operation.

### Location and Construction of Food Stand:

- Food stands must be located away from possible sources of contamination, such as toilets, garbage, and animal pens.
- A stand must provide protection during adverse weather by its construction or location. Food activities must cease in adverse weather if the interior of the stand is not adequately protected from the weather, windblown dust, and debris.
- A canopy or other form of overhead protection must be provided.
- The floor, wall, and ceiling surfaces must be smooth, durable, and easily cleanable. Acceptable floor surfaces include: vinyl, sealed wood, concrete, machine-laid asphalt, and dirt or gravel (only if covered by suitable materials that are effective in controlling dust and mud).
- Interior lights must be shielded or coated.
- Food preparation and cooking areas must be protected by an impervious shield or by a separation distance to ensure customer safety and prevent food contamination by customers.
- Food preparation and cooking areas must be protected by an impervious shield or by a separation distance to ensure customer safety and prevent food contamination by customers.
- A fire extinguisher with a minimum 2A 10 B C rating must be present if required by the State Fire Marshall.
- Gas hookup and service must comply with Chapter 1346.
- Electrical service must comply with Chapter 1315.

## Food Source:

All food, beverages, and ice must be obtained from an approved source, such as a grocery store or commercial food distributor. Foods prepared or stored at home are not allowed.

## Equipment:

- **Mechanical refrigeration is required for potentially hazardous food.** For events of less than 4 hours, dry ice or frozen freezer packs may be used, as long as the food can be maintained at 41 degrees or below. Drained ice may be used to cool water impervious beverage containers.
- Equipment must be provided for adequately cooking and maintaining required temperatures of hot potentially hazardous foods. Slow cookers are not permitted for this purpose.
- Accurate temperature measuring devices must be provided in each refrigeration unit or ice chest, and for monitoring internal food temperatures.
- Single service disposable utensils must be provided for eating and drinking purposes.

## Dishwashing Facilities:

If multiuse utensils are used for preparation, storage, service, or dispensing food, a dishwashing facility must be available which consists of either an approved dishwashing machine, a three-compartment sink, or at a minimum three containers of sufficient size to immerse utensils. The four-step manual dishwashing process includes:

Step 1: Washing utensils in warm water in the first sink or container.

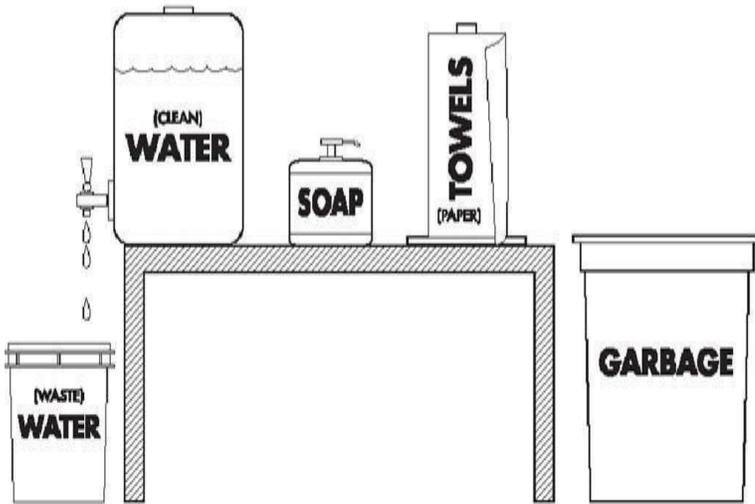
Step 2: Rinsing in clear water in second sink or container.

Step 3: Sanitizing with an approved sanitizer in the third sink or container.

Step 4: Air drying all utensils and equipment. Towel drying is prohibited.

Approved sanitizers include quaternary ammonium, iodine, or chlorine (i.e. food-grade bleach). Always follow the manufacturer's instructions and provide test strips for measuring sanitizer concentration.

## GRAVITY HAND-WASHING STATION



### Hand Washing Facilities:

A hand washing device supplied with running water at a temperature between 70 and 110 degrees Fahrenheit, soap, nailbrush, and paper towels must be provided at all stands where food is prepared. Water must be supplied under pressure or by gravity with a faucet or spigot that provides hands-free flow of water.

### Water Source:

Water must be obtained from an approved public water supply system. Water can not come from a residential well. Water may be transported and stored in approved cleanable, food-grade covered containers. Hoses used to obtain water must be of food grade quality and provided with an approved backflow prevention device.

## THREE STEP DISHWARE & UTENSIL WASHING STATION



### Waste Disposal:

Waste water must be discharged into an approved sanitary sewer or holding tank. Ground surface discharge is not permitted. Trash and garbage stored for extended periods must be placed in tightly covered, non-absorbent containers.

### Insect Control:

Provide effective insect control by use of screening, covering, and good sanitation. If insecticides are used, they must be 1) an approved type 2) used according to manufacturer's directions and 3) not used when food or utensils are exposed. Intermittent spray dispensers or vapor strips must not be used.

## Special Event Food Stand Checklist

- Designate a Person in Charge (PIC) who is responsible for foodborne disease prevention and overseeing safe food handling.
- Exclude employees who have been ill with vomiting and/or diarrhea for at least 24 hours after their symptoms end. Illness Reporting for Food Establishments summarizes the requirements.
- Obtain all food, beverages, water and ice from Approved Sources for Food Products. Prepare food in the SEFS or at a licensed food establishment. Food cannot be prepared or stored in a home.
- Set up your handwashing station before beginning food preparation. Handwashing for Employees in a SEFS requires running water supplied either by gravity or under pressure through a faucet. Provide soap, individual disposable towels and a trash container.
- Employees shall wash their hands and exposed portions of their arms before working with food, clean equipment and utensils; after smoking, eating or drinking, or using toilet facilities; or any time hands become contaminated. Gloves, wet-wipes or hand antiseptics are not substitutes for handwashing. Wash at the handwashing station by lathering with soap for at least 20 seconds and rinsing with clean water.
- Prevent bare hand contact with ready-to-eat food by wearing disposable gloves or using utensils, deli tissue, spatulas, tongs or other dispensing equipment. Preventing Contamination from Hands summarizes the requirements and restrictions.
- Separate raw animal foods during storage, preparation, holding, and display from ready-to-eat food to prevent cross-contamination.
- Maintain cold time/temperature control for safety food (TCS) at 41°F or below.
- Provide mechanical refrigeration for cold TCS food held for four hours or longer. For less than four hours, dry ice or frozen freezer packs may be used as long as TCS food is maintained at 41°F or below.
- Cook TCS food to safe internal Temperature and Time Requirements for Food.
- Maintain hot TCS food at 135°F or above.
- Verify cold holding, cooking and hot holding temperatures with an accurate thermometer.
- Provide three containers for Cleaning and Sanitizing. Your containers must be big enough to wash, rinse and sanitize your largest piece of multiuse equipment.
- Mix sanitizer according to manufacturer's specifications. Verify correct concentration with a test kit.
- Store damp or soiled wiping cloths in an approved sanitizer at the required strength.
- Locate the SEFS away from possible environmental sources of contamination.
- Provide wall and ceiling surfaces to protect the SEFS from the weather and windblown dust and debris. Discontinue operation if protection fails.
- Set up the SEFS on a permanent or temporary surface that will effectively control dust and mud.
- Discard solid waste and wastewater properly. Provide an adequate number of receptacles for solid waste. Discarding wastewater onto the ground or into the storm sewer is not allowed.

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1000 W Elm Ave, Waseca MN 56093

Phone: 507-835-0685



## Special Event Food Stand/Reciprocal License Application

A food and beverage service that serves food at celebrations and special events for no more than **10 total days within the applicable license period 6/1/2026-5/31/2027**

**An application must be filled out for each individual event**

### Applicant Information

Food Stand/Mobile Food Unit Name: \_\_\_\_\_

Person(s) In Charge of Food Stand: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*Required by MN Dept. of Revenue\***

Tax ID \_\_\_\_\_ or Tax Exemption ID \_\_\_\_\_ or SSN: \_\_\_\_\_

### Event Information

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

Location of Event: \_\_\_\_\_ Food Stand Location: \_\_\_\_\_

Date and Times of Operation: \_\_\_\_\_

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

List other events in Le Sueur - Waseca County: \_\_\_\_\_

### Check Appropriate Box

- \$75.00 Le Sueur - Waseca Special Event License
- \$65.00 Le Sueur – Waseca Reciprocal Mobile Food Unit License (**MDH ONLY**)
- Le Sueur – Waseca Community Health Board Special Event or Reciprocal License Holder (Provide license number \_\_\_\_\_)
- MDA Mobile Food Unit Holder (Attach copy to show exemption)

**A penalty fee of \$100.00 will be added to the total license fee for operating without a license.**

#### For Office Use Only

Payment Received Date: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Check Number: \_\_\_\_\_

License Number: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

**Check How Food Will Be Served:**

- Paper Plates     Disposable Baskets     Napkins     Waxed Paper     Paper  
 Single Use Cups     Single Use Flatware

Other:

**Check Protection Measures From Dust, Wind, Rain, And Pests:** (Do not operate in inclement weather)

- Screened Windows     Awnings     Mobile Vehicle     Permanent Food Stand  
 Open Air Stand

**Check What Required Facilities Will Be Provided For Hand Washing:**

- Temporary Gravity Fed Water Container (*see page 3*)     Permanent Sink  
 Soap     Paper Towels

**Check Additional Hand Protection Measures:**

- Food Service Gloves     Tongs     Spatulas     Alcohol Based Hand Sanitizer     Wax Paper

**Check What Required Measure Will Be Provided For Cleaning Utensils:**

- Permanent Three-Compartment Sink     Temporary Three-Step Wash     Disposable  
 Utensils     Chlorine Sanitizer     Quat Sanitizer

**Check that Mechanical Refrigeration is present for TCS Foods:**

- I have mechanical refrigeration for all TCS foods present at my stand

**List Source of Water For Food Stand or Vehicle:**

Means of disposal of wastewater:

Availability and type of fire extinguisher:

Means of securing pressurized cylinders (carbon dioxide, dry ice, liquid propane):

How and where solid waste will be stored and disposed:

**List on the following table:**

- All food and beverage items on your menu
- Where items were purchased
- Where items are prepared (in booth or at licensed food service facility)
- Serving temperatures and related handling temperatures
- Equipment used (mechanical refrigerator, fryer, blender, soup warmer, mechanical freezer, etc.)

**I understand that my application will be considered for the food and beverage specified.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Individual providing information)

