

You're Invited!

Apple Day, Saturday October 3rd, 2026
Penrose Park & Recreational District
401 Park Place, Penrose Colorado 81240
Registration Deadline: August 9th, 2026

To Whom it May Concern,

You, your business, and/or organization are formally invited to set up a booth at Penrose Park on Apple Day, Saturday October, 3rd, 2026

Activities at the park traditionally start on Apple Day after the Penrose School Fun Run, the Penrose Volunteer Fireman's Pancake Breakfast, and the Penrose Apple Day Parade and activities downtown organized by the Penrose Chamber of Commerce.

Many guests make their way to the park in the afternoon to continue the day's festivities long into the evening. We want to try to have something for everyone. The goal is to provide a fun, safe space where everyone feels welcome. We ask that vendors be set up by 12noon to start receiving attendees.

In addition to potential vendors (that's you) where attendees can shop to their heart's content, there are also plans to have the following:

*MC/Entertainment:

*Open Basketball

*Open Volley Ball

*Horse Shoes

*Cornhole

*Cake Walk

*Concessions

*Annual Red/Green Chili Contest

*The night will conclude with spectacular fireworks display approximately at 8:30pm

Last year, we had a great turnout! We cannot guarantee guest numbers, as is common at many fairs and festivals. We will be charging a reservation fee of \$30 per booth. If a vendor does not show up the day of the event and set up a booth, their fee will be considered forfeited and will go towards future events at the park.

Please note that Penrose Park and Recreation District is a separate entity from Penrose Chamber of Commerce. Vendors who want to set up booths on the parade route, on Broadway, need to contact the Penrose Chamber of Commerce.

In order to allow enough time to map out the park set up for all of the vendors and activities, you must reserve your spot by August 9th, 2025. This will work on a first come, first served basis. Spots are not guaranteed.

Deadline: August 9th, 2025

Booth Registration – Please email completed form back to

treasurer@penroseparkrec.comName

Type of Organization (Sole Proprietorship, LLC, S-Corp, Charity, 501-C3, Community Club, etc.)

Contact Person

Phone Number

Email

Type of Booth (Circle one)

Food

General Retail

Charity

Services

Informational

Other

*Food/Drink Vendors must provide a copy of their license(s) with this booth registration, as well as have their licenses displayed during the event. **Please read attachment**.

*Once registration is complete, advertisements for the Penrose Park & Rec Apple Day event will include the names of vendors who have signed up by the registration deadline.

*Booth sizes and spaces may vary depending on the location within the park, and the nature of the booth.

*If something comes up, and you need to cancel your spot, we understand. Please do so by September 6th, 2026 so that the space can be made available to another vendor in time for the event.

Each vendor acknowledges that the decision to establish and operate a booth during this Apple Day event, or any event at Penrose Park, is entirely voluntary. Furthermore, representatives of each individual, business, and/or organization managing a booth assume full responsibility for all inherent risks associated with their participation. Each person who participates holds Penrose Park & Recreation District, its Board Members, its representatives and its volunteers harmless.

By signing this registration form, every participant agrees to adhere to the rules and guidelines set forth for this event to ensure a safe event/festival. If the rules and guidelines are not adhered to, the individual signing this form (and/or their team, or group) will be considered in violation of this contract and asked to leave the event. Also, they may not be invited back to future events.

By signing this form, participants indicate their understanding and assumption of the inherent risks and their voluntary participation in any of the activities associated with having a booth at this event. All participants will hold Penrose Park and Recreation District, its Board Members, its representatives and its volunteers harmless.

Signature:

(Individual Participant, Team Captain, or Business Owner or Representative)



FREMONT COUNTY
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT
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**TURN IN APPLICATION AT LEAST 2 WEEKS
PRIOR TO EVENT**

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors must complete and submit to the Event Coordinator for each event in **FREMONT** County. *If no menu and no equipment changes are occurring from one event to another, the completed original may be copied and a copy submitted for each subsequent event.* Please attach a copy of your current Temporary/Special Event or mobile unit **Colorado Retail Food Establishment License**, if you are already licensed.

Event Name: _____ Date(s): _____

Please complete the following information:

Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address(Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ()	Fax #	
Contact Name	Contact #	
Which county issued your license?	E-mail	

All vendors shall have the original Colorado Retail Food Establishment license on premise at all times

Are you:

Unlicensed _____ *Fremont County* Non-profit (provide documentation) _____
Licensed Temporary/Special Event (provide copy) _____ Licensed Mobile Unit (provide copy) _____

Obtaining your license from Fremont County during the event (prior arrangements must be made) _____
Approved for your license from another county but the actual license has not been issued yet (attach documentation such as a receipt for your license and a copy of an approved inspection report from that county) _____

Cottage Foods _____ (list Cottage Foods that you will be selling on Page 2 under MENU *(you don't need to complete anything beyond MENU)*.)

Hours of operation of the temporary food booth for this event:

Mon _____ Tue _____ Wed _____ Thu _____
Fri _____ Sat _____ Sun _____

How many people do you anticipate serving each day of the event? _____

Please list any additional events and dates that you plan on participating in Fremont County

Event name _____ Date _____ Location _____

FOR HEALTH DEPARTMENT USE

Licensed _____
Needs a license _____
Non-profit _____
Fremont County issuing license during the event _____
Cottage Foods _____
EH Specialist Signature _____

APPROVED
Yes _____
No _____

Date _____

MENU (Please attach additional sheet, as necessary)

Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)

Be sure to include items such as toppings and condiments.

Food and Drink Items	Location where obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION**Preparation at Approved Facility or Commissary Before Event**

Check which preparation procedure each menu item requires.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

What is the name and location of your commissary? (Complete Commissary Agreement on page 5.)

Name: _____

Contact Person and Phone Number: _____

Cooling

How will foods be rapidly cooled to 41°F or below? (mark all that apply)

- ☐ Shallow pans (less than 4") in refrigerator or cooler
☐ Using an ice-bath to cool the food product
☐ Ice paddle or wand
☐ Other (specify) _____

Reheating

How will foods be re-heated to at least 165 degrees F? (mark all that apply)

- ☐ Microwave
☐ Grill
☐ Oven
☐ Hot plate
☐ Other (specify) _____

Hot Food Items

1. How will these foods be cooked at the site? (mark all that apply)

- | | |
|--|------------------------------------|
| ☐ Grill | ☐ Hot plate |
| ☐ Deep fat fryer | ☐ Oven |
| ☐ Microwave | |
| ☐ Other (specify) _____ | |

2. How will hot foods be held at 135°F or above at the event? (mark all that apply)

(Sterno or other gel fuel burners are prohibited)

- | | |
|--|---|
| ☐ Hot holding unit | ☐ Steam table |
| ☐ Held under heat lamps | ☐ Served immediately after cooking |
| ☐ Crock-pot | ☐ Held on grill until served |
| ☐ Other (specify) _____ | |

3. What utensils will you use to dispense or serve the hot items? _____

Cold Food Items

1. How will cold foods be held at 41°F or below at the event? (mark all that apply)

- | |
|--|
| ☐ Refrigerator / freezer |
| ☐ Ice chest - <i>must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.</i> |
| ☐ Other (specify) _____ |

2. What utensils will you use to dispense or serve the cold items? _____

3. What kind and how many food thermometers (0-220°F) do you have? _____

- | | | |
|---|---------------------------------------|----------------------------------|
| ☐ Metal stem probe | ☐ Thermocouple | ☐ Digital |
|---|---------------------------------------|----------------------------------|

Where will utensil washing take place?

- | | |
|-------------------------------------|---|
| ☐ Commissary | ☐ Commercial 3-compartment sink unit |
|-------------------------------------|---|

Onsite warewashing is prohibited unless otherwise approved by the Department.

What is your booth plan for flying insects and dust control, if applicable?

BOOTH LAYOUT AND MAP

Provide a drawing of the Temporary Food Establishment. Identify and describe all equipment.

The map shall include the following:

- | | |
|--|---|
| ☐ Cooking equipment | ☐ Hot and Cold Holding equipment |
| ☐ Hand Washing facilities | ☐ Work surfaces |
| ☐ Food and Single Service storage | ☐ Garbage containers |
| ☐ Customer Service area | |

Note: Overhead protection/cover is required.

TURN IN APPLICATION AT LEAST 2 WEEKS PRIOR TO EVENT

Transport

Please provide the distance that you will be transporting food to the event? _____

What equipment will you use to control temperatures during transport?

- ☐ Coolers with Ice
- ☐ Cambros for cold foods
- ☐ Cambros for hot foods
- ☐ Other (specify) _____

HANDWASHING AND FOOD HANDLING

A hand-washing station **WITHIN** each booth or unit is **REQUIRED** unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your booth / unit.

- ☐ I will be serving only prepackaged foods that require no preparation and/or cooking.
- ☐ I will be serving foods that require preparation and / or cooking and will provide the following for hand-washing:
 - 1.) a **minimum of 5 gallons** of warm drinking (potable) water shall be provided in a container with a 'hands-free' spigot; more water may be required based on menu, equipment and hours of operation
 - 2.) soap
 - 3.) paper towels
 - 4.) 7 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.

Where will wastewater be disposed?

- ☐ Commissary
- ☐ Approved on-site receptacle at event
- ☐ Other _____

Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.

How will you prevent bare hand contact with ready to eat foods?

- ☐ Tongs
- ☐ Food-grade disposable gloves
- ☐ Deli tissues
- ☐ Other (list) _____

Food Handling at the Booth (Please attach additional sheets, as necessary.)

List all menu items, including beverages, to be served from the temporary food booth. Check which food handling procedure each menu item requires at the booth.

Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						