



LEWIS & CLARK CITY-COUNTY
Health Department

316 N. Park, Rm. 230
Helena, MT 59623
Ph: 406.447.8351
Fax: 406.447.8398

Directions for Application for a Special Event Food Permit

1. Each event food vendor must complete the special event food service application.
2. The application must be completed and submitted to the regulatory authority at least 14 days before an event involving 5 or fewer booths, and 30 days prior to an event involving more than 5 food booths.
3. Requirements for special events menu and preparation for food safety are as follows:
 - a. Provide a simple menu. Menu is **restricted** to the items listed on the application and as approved on the health department permit.
 - b. Purchase pre-cooked meats/pasteurized eggs for temporary events unless specific separation and controls are approved to prevent cross contamination.
 - c. Potentially hazardous foods must be prepared either:
 - i. at the event
 - ii. In a commercial kitchen and transported to the event while maintaining temperatures.
 - d. No food storage may occur between days of the temporary event, unless held in a commercial kitchen or as approved on-site.
 - e. Handling of ready-to-eat foods with bare hands is not permitted.
 - f. Package all baked goods prior to bringing to the event.
4. A hand washing station is required at all concessions unless only prepackaged foods are dispensed.
5. Any bottled drinks placed in tub with ice must be self-draining, or contain 10 ppm Chlorine.
6. Provide a drawing of the temporary food establishment;
7. Provide a drawing of the **entire event area** depicting the TFE site in relation to the potable water supply, electrical sources, the wastewater disposal area, lavatories, etc., as well as all food preparation and service areas at the Event.

To submit application:

1. Mail application to: Lewis & Clark City-County Health Department
316 N. Park, Room 230
Helena, MT 59623
2. E-mail your application to:
lhendley@lccountymt.gov 447-8352 (Laura Hendley)
msyverson@lccountymt.gov 447-8354 (Mark Syverson)
sschell@lccountymt.gov 457-8937 (Stan Schell)
lriek@lccountymt.gov 447-8361 (Laurel Riek)
3. Call for appointment (see above) to drop off at 316 N Park, Room 230
4. FAX to (406) 447-8398