



Commissary Agreement

For mobile unit operators, caterers and temporary vendors this commissary agreement must be completed and signed by the commissary owner before you will be approved to use the commissary. Please provide the following information, including signatures, and submit this agreement with your retail food license or plan review application to Boulder County Public Health. This commissary agreement is valid for the current calendar year only.

Date _____

I, _____ of _____
(Owner/Operator) (Establishment Name)

located at _____
(Address of Establishment)

do hereby give permission to _____
(Mobile Unit / Pushcart / Caterer / Temporary Vendor)

to use my kitchen facilities to perform the following (check all that apply):

- _____ Preparation of foods, such as vegetables or fruits, cutting meats, cooking, cooling, reheating
- _____ Storage of foods, single-service items, and cleaning agents
- _____ Service and cleaning of equipment
- _____ Ware washing
- _____ Filling water tanks
- _____ Dumping wastewater
- _____ Other: _____

Commissary Water Supply? Municipal _____ Well _____ PWSID# _____

Commissary Sanitary Sewer Service? Municipal _____ Septic _____

Please indicate the equipment available at the commissary for the proposed uses:

- Hand sink _____ Prep sink _____ Mop sink _____ Three-bay sink _____
- Dish machine _____ Refrigeration _____ Cooling equipment _____ Dry storage _____
- Other _____

Signature of Operator Date Phone Number

Signature of Commissary Owner Date Phone Number



Important Things to Remember:

- The commissary facility must be acceptable for the food volume and preparation methods used and have the necessary equipment and storage capabilities for the operation.
- The commissary must be constructed and operated in compliance with the current requirements of the Colorado Retail Food Establishment Rules and Regulations.
- A facility inspection of the commissary by Boulder County Public Health may be required prior to use by the operator to determine if it is adequate for the intended use.
- Mobile units must report to the commissary every 24 hours on operational days for all supplies and cleaning and servicing operations.
- The use of a licensed facility by an unlicensed operation may put the licensed facility operator's license in jeopardy.

If you have any questions or concerns, please contact Boulder County Public Health at 303.441.1564.