

BHS Guidelines for Indoor Rental Space for Concession Setup

- ★ A permit must be obtained through Sheila Johnson 763-682-8752 at the District Office for rental space used for concession purposes.
- ★ You then must contact Tyffani Maresh (MDH) at Tyffani.Maresh@state.mn.us to apply for your Special Event Food License and obtain any other pertinent information for the event. **Note: if you will be applying for a Special Event Food License, this application and required fee need to be given to the appropriate licensing agency 14 days prior to operating at the event.**

Tyffani Maresh
Environmental Health Specialist/Inspector
MN Department of Health
3333 W. Division Street, Suite 212
St. Cloud, MN 56301
Phone: (320) 223-7361

- ★ The actual BHS Concession Stand by the main gym and items contained including the popcorn popper, hot dog warmer, pizza oven, nacho chip and cheese warmer, cookie ovens and accessories, stationary cooler, refrigerator/freezer, paper products and food/beverage items **will not** be available for use. **Please plan accordingly when applying for your permit and planning your event. This space will not be available for storage or serving. The BAC concession stand can be used for a locked or overnight storage if needed.**

We have mandated guidelines provided by the Minnesota Department of Health that we need to follow inside the concession stand to maintain our Annual Licensure. Failure of following these guidelines could result in fines and/or, potentially, the loss of our Concession License.

- ★ Items available for use by request from BHS need to be noted on the permit are as follows:
 - Tables-number needed, specific lengths if needed, configuration for set up
 - Chairs-number needed
 - Portable coolers-we have 2, please specify how many you will need.

Note: Please provide your own extension cords and power strips as needed.

- ★ Upon completion of your event, please leave the area as you found it.