

# Food Information for Event Organizers

Contact the Lake County Environmental Health Department if you have any questions:

# Lake County Environmental Health

106 Fourth Avenue East  
Polson, Montana 59860

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**WEB:** <https://www.lakemt.gov/environmental/envirohealth.html>

# For Event Organizers

*The following guidelines are for organizers of events where food will be sold or served*

## Before the Event:



Instruct food vendors to contact Lake County Environmental Health (LCEH) **at least two weeks before** the event for plan review.

As an organizer be sure the basic resources will be available, such as:

- Power Sources
- Safe Water Sources
- Waste Management Sources
- Restroom Facilities
- Handwash Stations

## Week of Event:



Provide LCEH with a list of the food vendors that will be participating in the event.

- Vendors that still need to obtain a permit can then be contacted by LCEH.
- By knowing what food vendors to expect, LCEH staff can also be prepared for the day of the event.

## Day of Event:



All food vendors must be ready to show the necessary license or permit documents.

- LCEH may be required to close operations that need a license for the event, but did not acquire one beforehand.

# Organizing a Farmers' Market

Organized Farmers' Market shall keep registration records of all individuals and organizations that sell food at the market.

Organized Farmers' Markets must be authorized by a municipal or county authority

Registration records must include, but are not limited to:

- Name of the seller
- Seller's address and telephone number
- Products sold
- Dates the products were sold

Records must also be made available to the Environmental Health Department

# Organizing a Farmers' Market

Due to the unique nature of farmers' markets, it is reasonable to see a mix of licensed food vendors, registered Cottage Food operators, food vendors with Temporary Food Service permits, and food vendors that are exempt from licensure and permitting.

- For-profit food vendors need a Temporary Food Service permit from LCEH. This includes, but is not limited to, those providing meat products, dairy products, processed foods, potentially hazardous foods, or cut produce.
- Non-profit food vendors operating for more than 4 days in a calendar year may need a Temporary Food Service permit from LCEH. Non-profit vendors are exempt from permit fees.
- Cottage Food operators who have registered their approved products with LCEH will not need additional licensure or permitting at a farmers' market.
- Food vendors exempt from licensure & permitting include those selling raw & unprocessed farm products (i.e. whole fruits, vegetables), non-potentially hazardous baked goods, farm eggs, & fruit preserves. See the *Montana Farmers' Market Guidelines* for a list of exempt foods.

Be sure food vendors that are required to be licensed or permitted have contacted LCEH at least two weeks prior to selling food at your market.

# Event Location Factors

- For CSKT events:
  - Contact Brian Crawford, Tribal Sanitarian  
CSKT Tribal Health Department  
(406)-745-3525, ext. 5078  
[brian.crawford@cskthealth.org](mailto:brian.crawford@cskthealth.org)
- For events within city limits:
  - Contact the city government for any other permits