

Coordinator's Application for a Temporary Event with Food Vendors

Please print or type the information requested below and return the completed application by mail or fax to the Health Department. **Each food vendor must complete the "Application for Permit to Operate a Temporary Food Establishment"**. The vendor application(s) should be submitted at least 10 days prior to the date of the event. The coordinator is responsible for timely submission of all applications. For more information, contact the Health Department.

1. NAME OF THE EVENT: _____
Location & Address of Event: _____

Date(s) of Event: Starts on: _____ (MM/DD/YY) at _____ AM PM
Ends on _____ (MM/DD/YY) at _____ AM PM

Type of Event (Circle): Fair Festival Carnival Other: _____

2. NAME OF COORDINATOR OR PERSON-IN-CHARGE OF THE EVENT

Address: _____

Phone Numbers Business: () _____
Fax: () _____
Mobile: () _____

Email Address: _____

3. NUMBER OF ANTICIPATED FOOD VENDORS (i.e. restaurants, non-profit organizations, gourmet food vendors with food samples, mobile food catering units, etc)

4. TIME OF SET-UP OF THE FOOD OPERATIONS: _____ AM PM

NOTE: This is the time you have ask the food vendors to be ready for the inspection by the Health Department. This time should be at least 1 hour prior to the start time of the event. Please allow more time for events with more than 5 vendors. No foods can be prepared and/or offered for sale or sample until the permit is issued by the Health Department.

5. SERVICES PROVIDED ON SITE TO THE FOOD VENDORS (Check all that apply):

- a. **Water Supply:** There is access to a potable water supply line on site
 Vendors must bring their own water supplies

- b. **Electricity** There is access to electricity on site
 Vendors are allowed to use generators on site.
 There will be no electricity on site.

- c. **Liquid waste** There will be liquid waste container/receptacle on site.
 Disposal: Vendors must collect and remove their own liquid waste.

- d. **Trash/Refuse** There will be trash containers/receptacles on site.
 Disposal Vendors must collect and remove their own trash

- e. **Tents or** Tents or canopies for food stands/booths will be provided.
 Canopies Food Vendors must provide their own overhead protection.

Estimated Attendance: _____

Number of Toilet Facilities: _____ **Type:** Public Restrooms Portable Toilets

Please be aware that food vendors may be limited in their menu they can offer if these services are not provided at the event. The event coordinator is responsible for informing the vendors of any restrictions you must impose.

6. ATTACH A LIST OF ALL PROPOSED FOOD VENDORS AND THEIR CONTACT INFORMATION. ATTACH A MAP SHOWING THE EVENT LAYOUT OF THE FOOD VENDORS, TOILET FACILITIES, GARBAGE DISPOSAL SITES, AND WASTEWATER DISPOSAL SITES.