



Richmond County

Environmental Health Section

For Office Use only

Date Submitted

Contact Name

Best Contact Number

Temporary Event Coordinator Application

Process Update: Starting July 1, 2016 all Temporary Food Establishment (TFE) Vendor Applications must be submitted by the Event Coordinator. It is the Event Coordinator's responsibility to submit all TFE Vendor Applications at least fifteen calendar days prior to the event. The Event Coordinator is to ensure all applications are complete before submitting to Richmond County Health Department, Environmental Health Section. Richmond County Environmental Health will work with coordinators to ensure all information is correct and complete during this process. Required TFE Vendor Fees must be received by Richmond County Environmental Health Section at least fifteen (15) calendar days prior to the event. Fees can be submitted by the Coordinator or by each vendor directly to Environmental Health Section.

This application must be completed and submitted to Richmond County Environmental Health Section by the Event Coordinator. The purpose of this application is to provide vital information about all food preparation and sales at any festival, carnival, fair, circus or public exhibition within Richmond County. In addition to this Coordinator Application, a Temporary Food Establishment (TFE) Vendor Application must be completed by each food vendor who is required to obtain a permit from this Department. The Richmond County Temporary Event Coordinator Application, all TFE Vendor Application(s) and required TFE Vendor Fee(s) must be received by Richmond County Environmental Health Section at least fifteen (15) calendar days prior to the event in order to be considered.

1) Event Name:

2) Event Date(s):

to

Hour(s):

to

Rain Date(s):

to

3) Event Location & Address:

Street Address:

City:

State:

Zip:

5) Event coordinator(s) name(s) and contact information (contact information for *before and during* the event):

Name

Phone number(s)

E-mail Address

a.

b.

6) Coordinator Address:

Street Address:

City:

State:

Zip:

7) Number of anticipated temporary food vendors:

8) Date/time food vendor(s) will be allowed on site for setup:

9) Will event be providing the following for food vendors? Please answer accurately. Information is given to vendors based on answers provided:

Potable (drinking) water?

No Yes, location and source (utility company documentation required, submit with application)

Electricity?

No Yes

Mechanical refrigeration?

No Yes, location and type:

Grey wastewater (hand wash/utensil sink disposal)?

No Yes, location and type:

Garbage disposal?

No Yes, frequency of pick up:

Tents?

No Yes, size and type:

Toilets?

No Yes, type:

10. LIST ALL FOOD VENDORS Include vendors: Selling items that are exempt from our regulation (popcorn, cotton candy, packaged chips, etc), non-profits, permitted Mobile Food Units (MFU) and Pushcarts (PCU), and vendors giving food samples away. Add additional sheets if necessary. Contact Environmental Health Section at 910-997-8320 if you are unsure about the vendors.

NAME OF BOOTH	OWNER/OPERATOR NAME	PHONE NUMBER(S) AND E-MAIL	MENU ITEMS APPROVED BY COORDINATOR	Exempt Items or Non-Profit	MFU or PCU

11) DRAW THE EVENT AREA including vendor location, approved potable water supplies, wastewater disposal sites, toilet facilities, and garbage disposal site(s). **OR** attach your event footprint with the aforementioned items labeled.

Statement: I hereby certify that the above information is complete and accurate. I fully understand that:

- The Richmond County Temporary Event Coordinator Application must be received at least fifteen (15) calendar days prior to the event, or the application shall be denied.
- Any deviation from this application without prior written permission from Richmond County Environmental Health Section may nullify final approval and prevent issuance of a temporary food establishment permit(s) to food vendors.
- A pre-opening inspection (with electricity and equipment in place) of each temporary food vendor will be required before a permit can be issued.
- Food/drink that is prepared before permitting permit may result in disposal or embargo of the food/drink.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: federal, state, and local).

Event Coordinator: _____ Date _____

Application(s) can be faxed to Richmond County Environmental Health Section at 910-997-8372 and payment can be called in at 910-997-8320 (leave message if voicemail). Application(s) and fee(s) can also be mailed to Richmond County Environmental Health Section, at Richmond County Environmental Health, at 127 Caroline Street, Rockingham NC, 28379. They also may be hand delivered to 127 Caroline Street, Rockingham NC, 28379.