



PUBLIC HEALTH DEPARTMENT

Environmental Health Division

TEMPORARY FOOD EVENT COORDINATOR APPLICATION

This application must be completed and submitted to the Chatham County Environmental Health to provide information about all food preparation and sales to the public at any public event or exhibition within Chatham County. In addition to this organizer application, a separate Food Vendor Application must be submitted by each food vendor participating in the event or exhibition. This application must be submitted with a map of the event site indicating the location of all of the food booths.

- This application, map, and Food Vendor Application(s) must be submitted no later than 15 days prior to the event.
- A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each FoodVendor Application.

General Event Information:

1. Application submission date _____

***Has Central Permitting Event Pre-application form been submitted? Yes ___ No ___

2. Name of Event _____

3. Date(s) and time(s) of event _____
Rain (makeup) Date _____

4. Name of event coordinator(s): _____
Cell number for coordinator(s): _____
Email address for coordinator(s): _____

5. Location/Address of event site: _____

6. Will event be providing potable water for food vendors: () No () Yes
If yes, Municipal _____ or Well _____
*Label water tap connections on site map.

7. Will event be providing electricity for the food vendors: () No () Yes

8. Will event be providing approved disposal site/method for food vendor grey water?
(handwash/utensil sinks wastewater) () No () Yes
If yes, how will vendors dispose of grey water? _____
*Label disposal collections on site map.

9. Garbage disposal method and pick up schedule: _____
*Label garbage collection sites on site map.

10. Number of port-a-lets provided: _____
*Label port-a-let locations on site map.

FOOD SERVICE INFORMATION

11. Number of anticipated temporary food vendors: _____

Leading the Charge to a Healthier Chatham

80 East Street, PO Box 130, Pittsboro, NC 27312 • Phone: 919-542-8208 • Fax: 919-542-8288

12. Food vendors' setup:

Date: _____ Time: _____

13. Will any free food be given away at this event? () No () Yes

If yes, what group will be giving away free food? _____

What type of food? _____

14. List below all food vendors that will be participating including free food stand, "for profit" vendors and "non-profit" vendors such as churches and civic groups.

Vendor Name Owner/ Sponsor phone number and email address

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

(For more vendors, please use extra sheet)

****Please use a separate sheet to draw a basic layout of the event site map to include:**

Food vendor booth locations

Port-a-lets location

Water tap location

Gray water disposal location

Garbage disposal location

Applications will not be accepted without a site map

Event Coordinator Signature: _____

Date: _____

Disclaimer: *By signing this application, I hereby certify that all the information provided is accurate as it pertains to this temporary event.*