

COORDINATOR'S APPLICATION FOR A TEMPORARY FOOD EVENT

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. Please complete this form and submit to the proper Health Department **AT LEAST FOUR (4) WEEKS** prior to the event date.



1) NAME OF EVENT _____

2) DATE(S) OF EVENT _____

3) EVENT LOCATION _____

4) NAME OF EVENT COORDINATOR/RESPONSIBLE INDIVIDUALS:

<u>NAME</u>	<u>ADDRESS</u>	<u>DAYTIME PHONE</u>	<u>EVENING PHONE</u>

Email: _____

5) NUMBER OF ANTICIPATED FOOD BOOTHS _____

6) TIME OF FOOD BOOTHS SET-UP _____

7) SOURCE OF WATER SUPPLY _____

8) LIQUID WASTE DISPOSAL METHOD _____

9) GARBAGE DISPOSAL METHOD _____

10) ESTIMATED ATTENDANCE _____

11) NUMBER OF TOILET FACILITIES PROVIDED? _____ TYPE _____

12) ATTACH A LIST OF PROPOSED FOOD VENDORS WITH NAME, ADDRESS, AND DAYTIME PHONE NUMBER OF EACH OPERATOR.

13) ATTACH A MAP SHOWING THE LAYOUT OF FOOD BOOTHS, GROUNDS AND BOUNDARIES, STREETS, LANDMARKS, TOILET FACILITIES, LOCATIONS OF WASTE DISPOSAL FACILITIES (WASTEWATER, GARBAGE, AND GREASE), ETC.

SIGNATURE: _____ DATE _____

In addition, a separate Temporary Food Permit application for each booth operator **must be received by Albemarle Regional Health Services at least fifteen (15) days prior to the event.**

Mail to: ARHS Environmental Health
Attn: *County Name*
PO Box 189
Elizabeth City, NC 27907

Bertie County
P: (252) 794-5303
F: (252) 794-5361

Camden County
P: (252) 338-4460
F: (252) 338-4475

Chowan County
P: (252) 482-1199
F: (252) 482-6020

Currituck County
P: (252) 232-6603
F: (252) 232-1912

Hertford County
P: (252) 862-4054
F: (252) 862-4263

Gates County
P: (252) 357-1380
F: (252) 357-2251

Pasquotank County
P: (252) 338-4490
F: (252) 337-7921

Perquimans County
P: (252) 426-2100
F: (252) 426-2104