

# 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>
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\_\_\_\_\_

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 \_\_\_\_\_

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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.**

**Bertie Co.**  
PO Box 530  
Windsor, NC 27983  
P: (252) 794-5303  
F: (252) 794-5361

**Camden Co.**  
PO Box 72  
Camden, NC 27921  
P: (252) 338-4460  
F: (252) 338-4475

**Chowan Co.**  
PO Box 808  
Edenton, NC 27932  
P: (252) 482-1199  
F: (252) 482-6020

**Currituck Co.**  
PO Box 77  
Maple, NC 27956  
P: (252) 232-6603  
F: (252) 232-6605

**Gates Co.**  
PO Box 189  
Elizabeth City, NC 27907  
P: (252) 357-1380  
F: (252) 357-2251

**Pasquotank Co.**  
PO Box 189  
Elizabeth City, NC 27907  
P: (252) 338-4490  
F: (252) 337-7921

**Perquimans Co.**  
PO Box 189  
Elizabeth City, NC 27907  
P: (252) 426-2100  
F: (252) 426-2104