

COORDINATOR'S APPLICATION FOR A TEMPORARY FOOD EVENT

Please complete this form and submit to the proper Health Department
AT LEAST FOUR (4) WEEKS prior to the event date.



Organizers Responsibilities:

- Ensure all vendors (if applicable) apply for Temporary Food Permit at least 15 days prior to the event
- Ensure vendors are set up at scheduled permitting times
- Be available for permitting walk through with Health Department that day of the event
- Ensure each vendor's TFE permit remains secured, posted and visible to the public for the duration of the event
- Ensure that MFU's that hold a permanent permit (with no TFE permit) are leaving the premises of the event every 24 hours to report to their commissary

A separate Temporary Food Permit Application for each vendor must be received by Albemarle Regional Health Services: Environmental Health at least 15 days prior to the event. No late applications will be accepted.

Name of Event: _____

Date(s) of Event: _____

Hours of Event: _____

Location of Event: _____

Organizer Name: _____

Address: _____

Phone: _____ Email: _____

On-site Coordinator(s) Contact Information:

| Name | Responsibility | Contact Number(s) |
|------|----------------|-------------------|
| | | |
| | | |

Number of people expected to attend (event total): _____

Number of Food Vendor Booths: _____

Time Food Booths will be set up: _____

***NOTE: Food booths must be completely set up prior to permitting and NO food preparation is allowed on-site until the permit is issued**

Water Supply Source: ☐ Public Water ☐ Onsite Well ☐ Other, explain: _____

***NOTE: A food grade hose is required for all water connections**

Liquid Waste Disposal Method: ☐ Grey water bin/container ☐ Direct connection wastewater disposal system (private or public) ☐ Other, explain: _____

Garbage Disposal Method: ☐ Event Dumpsters (Company: _____) ☐ Other

Number of Toilet Facilities provided: _____ Type: ☐ Portable ☐ Permanent

Number of Handwashing facilities provided: _____

Please provide the following information:

1. Attach a map/site plan of the event grounds showing the location of each of the following:
 - Food booths
 - Toilet facilities
 - Handwashing facilities
 - Waste disposal facilities (wastewater, garbage, grease, etc.)
2. List of Food Vendors (below)

| Name of Vendor Booth | Owner/Operator | Phone Number/Email | Menu |
|-------------------------|----------------|------------------------------------|------------------------------------|
| Ex: John's Burger Booth | John Doe | (252) 222 – 2222 John@gmail.com | Burgers, hot dogs, French fries |
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Coordinator Signature _____ **Date:** _____

Applications may be submitted in person or via email to EnvironmentalHealthServices@arhs-nc.org

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

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

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

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

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