



TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

IT WILL BE THE ORGANIZER’S AND/OR PROPERTY OWNER’S RESPONSIBILITY
TO ENSURE THAT ONLY VENDORS PERMITTED BY THE HEALTH AUTHORITY
SHALL PARTICIPATE IN THE EVENT.

Organizer’s Name: _____ Organizer’s Phone: _____

Organizer’s Address: _____

Organizer’s E-mail Address: _____

Property Owner’s Name and Phone Number: _____

Onsite Coordinator’s Name and Phone Number (if different from Organizer): _____

Event Name: _____

Event Address: _____

Set Up Date: _____ Set Up Time: _____ AM / PM

Event Begin Date: _____ Event Begin Time: _____ AM / PM

Event End Date: _____ Event End Time: _____ AM / PM

If event is longer than one (1) day, please provide daily operating schedule on a separate page

ANY UNAUTHORIZED OR UNPERMITTED VENDOR FOUND PARTICIPATING IN AN EVENT
SHALL BE CHARGED WITH A VIOLATION OF DPH RULE 511-6-1-.02(1)(a), AND ORDERED BY
THE ORGANIZER OR PROPERTY OWNER TO LEAVE THE EVENT PREMISES.

How many food vendors are expected to participate in this event? _____

***Please provide a list of food vendors that will be participating in the event/celebration to the Local Health Authority.
See Attachment “A”***

Expected number of patrons (total): _____ Expected average of patrons per day: _____

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WATER SUPPLY:

1. In what manner will potable water be obtained from an approved source? (Check all that apply)

Public Water System Drilled well that meets EPD Drinking Water Standards (attach test results)

Provide details on how the water is obtained (Check all that apply):

Vendor is completely responsible for their own water supply Bulk commercial supply (bottled)

Onsite water faucet Onsite direct water connection (trailer inlet)

Other: _____

Source of bottled water (both individual bottle and bulk supply)? _____

TOILET FACILITIES: *It is the responsibility of the event organizer to ensure a sufficient number of portable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires (see attached DPH brochure, "Portable Sanitation Information for Event Organizers and Construction Site Owner")*

1. What will be used for toilet facilities at the event? (Check all that apply):

Central supplied facilities Portable toilets

2. Will general public handwashing facilities with soap running water be available? (Not required outside food vending booths, but *highly recommended* to reduce public health risks of disease outbreaks.)

Yes No

WASTE DISPOSAL (Solid and Liquid)

1. What type of container(s) will be used for solid waste disposal at the event?

2. How will you dispose of liquid waste? (*e.g., grease from fryers, catch basins/water waste tanks from food vendors, portable toilet pump outs, etc.*)

3. How often will the solid and liquid wastes be removed and by whom?

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GENERAL SITE PLAN: *In the space below, or on a separate page, please provide a generalized site plan depicting the locations of the food vendors, toilet facilities, general public handwashing facilities (if provided), solid and liquid waste containers, animal enclosures, walkways, roads through the event, etc. and approximate distances. Please indicate if the pathways/roadways through and around the event are paved or unpaved.*



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STATEMENT: I hereby certify that the above information and any attached forms and documents are correct, and I fully understand that in accordance with DPH Rule 511-6-1-.08(2)(a)4(i) through(iii), and DPH Chapter 511-3-6, I am responsible for the following:

- a. At least 30 days prior to the event/celebration, I will provide to the Local Health Authority a list of food vendors who will be allowed in the temporary event/celebration;
- b. To ensure that only vendors permitted by the Local Health Authority are allowed to participate in the temporary event/celebration; and
- c. To require any unauthorized or un-permitted food vendor found participating in the event to immediately leave the event premises; and
- d. To ensure a sufficient number of portable sanitation units are available on-site (if central toilet units are not available or not sufficient) to prevent a prohibited discharge of sewage or cause a public health nuisance; and
- e. To ensure all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires.

Additionally, I understand that non-compliance with the requirements listed above are considered to be violations of DPH Chapter 511-6-1 and DPH Chapter 511-3-6, and I may be subject to legal action as deemed necessary by the Local Health Authority.

Organizer's Signature: _____

Date: _____