



# 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: \_\_\_\_\_

2. 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? \_\_\_\_\_

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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.) \_\_\_\_\_

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

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## TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

**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.*





## TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

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:** \_\_\_\_\_

## DPH Rules and Regulations

The Georgia Department of Public Health regulates temporary portable sanitation units and persons engaged in the business of furnishing, renting, or servicing these units, including portable hand washing facilities, under Rules of the Department of Public Health Chapter 511-3-6.

All portable sanitation units must be furnished and maintained by a certified contractor or company. It is the responsibility of the event organizer or the construction site owner 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.



## Portable Sanitation Units for Special Events Planning

*\* If alcoholic beverages are to be served, add 25% to the base number.*

AVERAGE CROWD SIZE	AVERAGE HOURS AT THE EVENT									
	1	2	3	4	5	6	7	8	9	10
<b>500</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>12</b>
1,000	4	6	8	8	9	9	11	12	13	13
<b>2,000</b>	<b>5</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>	<b>23</b>	<b>25</b>
3,000	6	9	12	16	20	24	26	30	34	38
<b>4,000</b>	<b>8</b>	<b>13</b>	<b>16</b>	<b>22</b>	<b>25</b>	<b>30</b>	<b>35</b>	<b>40</b>	<b>45</b>	<b>50</b>
5,000	12	15	20	25	31	38	44	50	56	63
<b>10,000</b>	<b>15</b>	<b>25</b>	<b>38</b>	<b>50</b>	<b>63</b>	<b>75</b>	<b>88</b>	<b>100</b>	<b>113</b>	<b>125</b>
15,000	20	38	56	75	94	113	131	150	169	188
<b>20,000</b>	<b>25</b>	<b>50</b>	<b>75</b>	<b>100</b>	<b>125</b>	<b>150</b>	<b>175</b>	<b>200</b>	<b>225</b>	<b>250</b>
25,000	38	69	99	130	160	191	221	252	282	313
<b>30,000</b>	<b>46</b>	<b>82</b>	<b>119</b>	<b>156</b>	<b>192</b>	<b>229</b>	<b>266</b>	<b>302</b>	<b>339</b>	<b>376</b>
35,000	53	96	139	181	224	267	310	352	395	438
<b>40,000</b>	<b>61</b>	<b>109</b>	<b>158</b>	<b>207</b>	<b>256</b>	<b>305</b>	<b>354</b>	<b>403</b>	<b>452</b>	<b>501</b>
45,000	68	123	178	233	288	343	398	453	508	563
<b>50,000</b>	<b>76</b>	<b>137</b>	<b>198</b>	<b>259</b>	<b>320</b>	<b>381</b>	<b>442</b>	<b>503</b>	<b>564</b>	<b>626</b>
55,000	83	150	217	285	352	419	486	554	621	688
<b>60,000</b>	<b>91</b>	<b>164</b>	<b>237</b>	<b>311</b>	<b>384</b>	<b>457</b>	<b>531</b>	<b>604</b>	<b>677</b>	<b>751</b>
65,000	98	177	257	336	416	495	575	654	734	813
<b>70,000</b>	<b>106</b>	<b>191</b>	<b>277</b>	<b>362</b>	<b>448</b>	<b>533</b>	<b>619</b>	<b>704</b>	<b>790</b>	<b>876</b>
75,000	113	205	296	388	480	571	663	755	846	938
<b>80,000</b>	<b>121</b>	<b>218</b>	<b>316</b>	<b>414</b>	<b>512</b>	<b>609</b>	<b>707</b>	<b>805</b>	<b>903</b>	<b>1001</b>
85,000	128	232	336	440	544	647	751	855	959	1063
<b>90,000</b>	<b>136</b>	<b>246</b>	<b>356</b>	<b>466</b>	<b>576</b>	<b>686</b>	<b>796</b>	<b>906</b>	<b>1016</b>	<b>1126</b>
95,000	143	259	375	491	607	724	840	956	1072	1188
<b>100,000</b>	<b>151</b>	<b>273</b>	<b>395</b>	<b>517</b>	<b>639</b>	<b>762</b>	<b>884</b>	<b>1006</b>	<b>1128</b>	<b>1251</b>

## Minimum Number of Portable Sanitation Units at Construction Sites

NUMBER OF WORKERS	MINIMUM NUMBER OF UNITS SERVICED WEEKLY
<b>20 or less</b>	<b>1 toilet per 20 workers</b>
<b>21 or more</b>	<b>1 additional toilet per 40 workers</b>
<b>200 or more</b>	<b>1 additional toilet per 50 workers</b>

*\*The number of portable sanitation units required shall be determined by the maximum number of workers present on a regular 8 hour shift. Shifts lasting longer than 8 hours (40 hour work week) should double the number of portable sanitation units.*

## Planning

Proper portable sanitation planning is essential to the coordination of a safe and successful special event. Considerations during the planning process should include:

**Type of event** – Events that last throughout the day and into the evening will require more units than events that last for only a couple of hours. Also, if food will be served at an event, hand-washing stations should be considered in order to reduce the risk of disease transmission through hand to mouth contact. Portable sanitation units should be located as far away from food service vendors as practical.

**Number of attendees and duration of the event** – An event for a large mass gathering of people will require more portable units than a small group of people. \*See the included table for estimating the number of portable units required for an event or construction site.

**Food and beverage type and location** – If alcoholic beverages are being served, the number of portable toilets should be increased by 25%.

**Outside temperature** – On hot days, visitors will consume more drinks and make more trips to the lavatories. More units should be considered for such cases.

**Event layout and topography** – Portable toilets should be placed on flat surfaces in a strategic position that allows easy access by the public and large trucks that service the units.

Current listings for certified portable sanitation contractors and companies can be found at [www.dph.georgia.gov](http://www.dph.georgia.gov)

## Background

Large gatherings of people in relatively small areas for extended periods of time may elevate the risk of disease outbreak. In many of these situations, there are not enough restroom facilities at the site to accommodate a mass gathering. Proper measures must be employed to ensure enough sanitary facilities are present to meet the needs of the public, and to ensure the safe and timely disposal of sanitary wastes. Portable sanitation units can provide for this need. If portable sanitation units become overcrowded and neglected, especially at events involving food consumption, the risk of a disease outbreak is only increased. It is, therefore, imperative to take the time to develop a plan for the safe and effective placement, storage and disposal of sanitary wastes at special events in such a way as to reduce the risk of disease outbreak and protect public health.

For additional information, please contact your local county health department, or visit our web page: [www.dph.georgia.gov](http://www.dph.georgia.gov)

County: \_\_\_\_\_

Contact: \_\_\_\_\_



## Portable Sanitation

*Information for Event Organizers  
and Construction Site Owners*

