

Duplin County Environmental Health Event Coordinator Application

Each special event involving food is unique. Due to the way the rules are written, some events and vendors may be exempt. It is in the best interest of the organizer, sponsor vendors and the public health that you contact the Health Department prior to any event involving food to determine what will be required.

Read these requirements carefully. You will note that they have some items listed that the organizer or sponsor must provide. However, the bulk of the requirements will have to be met by the individual vendor. It is the responsibility of the vendor to meet all these requirements before a permit can be issued. Denial of a permit will result in no sale of food and will mean the loss of revenue and possible loss of food product.

Also be aware of any legal problems that could result from selling food. Selling food without a permit at an event where a permit is required will result in legal action. Event sponsor/organizers and vendors will share responsibility if a foodborne illness occurs from food sold at the event.

- Applications for a permit to operate a temporary food service establishment are provided to the event organizer by this department. The event organizer is responsible for sending/providing applications to prospective food vendors. Organizers can pick up additional copies of the applications at our office.
- Applications will be approved or disapproved by the Health Department and notification made to the organizer. Comments indicating the reason for disapproval will be provided to the organizer and vendors. A vendor may modify their application and resubmit for approval or submit a new application if time permits.
- Organizers will be responsible for contacting this office to provide site maps and other documentation showing the festival layout, booth locations, hours of operations, and to provide parking and access passes for permitting and continuing sanitation evaluation.
- Food vendors participating in the festival must have a representative on-site when the Environmental Health Specialist arrives for permitting. All equipment indicated on the approved application must be provided and properly positioned.
- The vendor will be expected to abide by all conditions identified in the approved application and the operational permit throughout the event. Permits may be suspended or revoked for rule violations.
- Health Department staff may make unannounced visits to food service establishments during the event to ensure safe/sanitary food handling practices are being followed.
- Water must be obtained on-site from an approved source or brought in commercially packaged from a state or federally inspected source. Wastewater disposal must be provided to vendors on-site via an approved, properly operating wastewater disposal system.



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. A separate Temporary Food Permit Application for each booth operator **must be received by Duplin County Environmental Health fifteen (15) days prior to the event.** For more information, please call (910)296-2126.

Name of Event _____

Date(s) of Event _____

Event Location _____

Name of event coordinator and responsible individuals:

Name	Address	Daytime/Evening Phone	Fax/E-mail

Number of anticipated food booths _____

Time of food booths set-up _____

Source of water supply _____

Liquid waste/grease disposal method & pick-up schedules _____

Garbage disposal method & schedules for pick up _____

Will equipment/utensil washing facilities be provided for booth operation? YES NO If yes, please describe.
(If not provided by event sponsor, these facilities will be required in each booth)

Will electricity be provided to the food booth? YES NO If yes, please describe.

Estimated attendance _____

Will there be a petting zoo or pony rides? YES NO If yes, will temporary hand washing facilities be provided? If yes, please describe.

Number of toilet facilities _____ Type _____

Number of hand washing facilities provided _____

Attach a list of proposed food vendors with name, address & daytime phone number for each operator.

Provide a map showing the layout of food booths, grounds, toilet facilities, etc.
(attached "organizer plan" template may be used or other map may be provided)

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Duplin County Environmental Health Services may nullify approval.

Signature(s) _____ Date _____

ORGANIZER PLAN

In the following space, provide a map showing the layout of food booths, location of water supply, toilet facilities, any utensil washing facilities (if provided), and location of dumpsters, grease receptacles and other waste disposal.

A large grid of dots for drawing a site plan. The grid consists of 15 columns and 20 rows of small black dots, providing a space for the organizer plan.