

Randolph County
Environmental Health
Event Organizer Application
(For Food Service Events)

By providing the information requested in this application, you will assist this office in identifying and eliminating any public health concerns that might occur during your event. In addition to this "Event Organizer Application," a separate "Temporary Foodservice Permit Application" must be submitted by each vendor planning to sell food during this event. This **application must be received** by the Randolph County Environmental Health Office **at least 1 month prior to the start of the event. Vendor applications shall be received by this office no less than 15 days prior to the start of the event. Food vendor applications received less than 5 days prior to the event may not receive a permit for that particular event.**

Event:

Name of Event: _____

Event Location: _____

Date(s) of Event: _____ Event Hours: _____

Rain Makeup Date(s): _____

Contacts:

Festival Organizer Name: _____

Contact Info:

Phone #: (____) _____ E-mail: _____

Additional Organizer/Contact: _____

Phone #: (____) _____ E-mail: _____

Contact Number for Day of Event: _____

Event Details:

Number of Anticipated Food Vendors: _____

Date/Time of Vendor Setup: _____

Water Source:

- Public water supplied by Event Organizer On-site private well
(Requires sampling by RCHD)
- Water supplied by food vendors Other: _____

Will the event include a petting zoo or pony rides? *Yes No

* If yes, how many handwashing facilities will be available? _____

Other Items Supplied by Event Organizer:

- | | |
|---|---|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Refrigeration: Location: _____
Type: _____ |
| <input type="checkbox"/> Drinking Water Hoses | <input type="checkbox"/> Toilet Facilities: # of Toilets: _____
Type: _____ |
| <input type="checkbox"/> Grease Disposal | <input type="checkbox"/> Garbage Disposal: Method: _____
Pick up Schedule: _____ |
| <input type="checkbox"/> Recycling | <input type="checkbox"/> Gray Water Disposal: Location: _____
Method: _____ |

When your list of vendors for this event is finalized, please submit the following items:

- ❖ A list of all food vendors that will be participating in this event. Please include the name of the booth, the owner/operator and their phone/e-mail address.
- ❖ A map that shows the layout of the event. The map should include the vendor locations, access points to potable water, location of toilet facilities, waste water disposal sites and garbage disposal sites.

Agreement:

By signing below, I certify that the above information is complete and accurate. I understand that I am to inform the Randolph County Health Department of any changes in the operation of this event for their review and approval.

Signature: _____ Date: _____
Event Organizer

This application may be submitted by the following routes:

<u>Mailing Address</u>	<u>E-mail</u>	<u>Fax</u>
Randolph County Health Dept. Environmental Health 204 East Academy Street Asheboro, NC 27203	JLHerring@co.randolph.nc.us Subject: Vendor Application	(336) 318-6265 Attn: Jaron Herring

For questions, contact this office at (336) 318-6262

Jaron Herring: 318-6270	Tara Aker: 318-6218
Andrea Brunk: 318-6274	Phil Pearman: 318-6269
Christin Coats: 318-6273	

<i>(For Office Use Only)</i>	
Reviewing EHS' Signature: _____	Date: _____
Comments: _____ _____	