

Coordinator Application For A Festival or Temporary Food Service Event

Festival coordinators or temporary food service event coordinators are required by North Carolina law to submit an application for a temporary food service permit for food sales at public events. By providing the following information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **Completed applications can be faxed to 252.902.3208 or mailed to Pitt County Environmental Health Division, 1717 W. 5th Street, Greenville, NC 27834.**

Completed coordinator applications are due to the Pitt County Environmental Health Division at least ten (10) days prior to the scheduled event. If you have any questions, please contact the Pitt County Environmental Health Division at 252.902.3206.

In addition to the coordinator application, each food vendor at the festival or event must submit a separate *Temporary Food Permits Application* to the Pitt County Environmental Health Division at least ten (10) days prior to the scheduled event. This application can be downloaded at www.pittcountync.gov/apps/formslib/

Name and Address of Event Coordinator/Responsible Individuals

(Name)

(Address)

(contact number)

- 1) Name of the Event: _____
- 2) Date(s) of the Event: _____
- 3) Event Location: _____
- 4) How many food vendors are anticipated: _____



- 5) Source of water supply (if contracting out must provide contractor information)
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- 6) Method of liquid waste disposal (if contracting out must provide contractor information)
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- 7) Method of garbage disposal (if contracting out must provide contractor information)
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- 8) Will electricity be provided to vendors? Yes No
- 9) Will lighting be provided by sponsor for night service? Yes No
- 10) Number of toilet facilities provided? _____ Type _____
- 11) Attach a list with names, addresses, and phone numbers of proposed vendors with this application, if applicable.
- 12) Attach a map showing the layout of the event site including where vendors will be placed and where toilet facilities and solid and liquid waste facilities will be housed.

Signature of Applicant: _____ Date: _____

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