

TEMPORARY FOOD EVENT COORDINATOR APPLICATION

This application must be completed and submitted to the Pitt County Environmental Health Department to provide information about all food preparation and sales to the public at any public event or exhibition within Pitt County. In addition to this coordinator's application, a separate **Food Vendor Application** must be submitted by **each food service vendor participating in the event or exhibition**. **This application must be submitted with a list of all food vendors, menu items and a map of the event site indicating the location of all of the food booths,**

- **Note: A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each application 15 days prior to the start of the event by 4pm.**

- 1) Name of Event: _____ Date & Time of Event: _____
- 2) Address of Event: _____

Street	City	State	Zip Code
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- 3) Coordinator Name: _____ Coordinator Phone #: _____
- 4) Coordinator Address: _____

Street	City	State	Zip Code
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- 5) Additional Coordinator Contact: _____ Additional Phone #: _____
- 6) Coordinator Email: _____
- 7) Number of Anticipated Food Booths _____ 8) Date & Time of Food Booth Set Up: _____
- 9) Source of Water for Food Booths (check the box which applies for all food vendors):
 - Public Water Supplied by Organizer Water Supplied by Food Vendor
 - On-site Private Well (requires testing by PCEHD) Other: _____
- 10) Check the following items supplied for the food booths by the coordinator:
 - Electricity Toilet Facilities Recycling Drinking Water Hose(s)
 - Refrigeration Grease Disposal Garbage Pick-up Waste Water Disposal
- 11) Will the event include a petting zoo or pony rides?
 - Yes* If "yes", how many hand washing facilities will be available? _____
 - No

I certify that the information in this application is complete and accurate. I understand that all changes to my operation must be submitted to the Pitt County Environmental Health Department for review and approval prior to the day of the event.

Coordinator Signature: _____ Date _____

**Submit this application with an event map and list of food vendors with menu items to:
 Pitt County Environmental Health Department - TFE Permitting
 1717 West 5th Street, Greenville, NC 27834**

Office Use Only

Received & Reviewed by: _____ Date: _____

Revised 10/25/19

