

2018

Hoke County

For Office Use only

Date Submitted

Contact Name

**Best Contact
Number**

Temporary Event Coordinator Application

All Temporary Food Establishment (TFE) Vendor Applications must be submitted by the Event Coordinator. It is the Event Coordinator's responsibility to submit all TFE Vendor Applications at least fifteen calendar days prior to the event. The Event Coordinator is to ensure all applications are complete before submitting to Hoke County Environmental Health (HCEH). HCEH will work with coordinators to ensure all information is correct and complete during this process. Required TFE Vendor Fees *must be received by HCEH at least fifteen (15) calendar days prior to the event. Fees can be submitted by the Coordinator (recommended) or by each vendor directly to HCEH.*

This Event Coordinator application must be completed and submitted to Hoke County Environmental Health by the Event Coordinator. There is no fee for the Coordinator application. The purpose of this application is to provide vital information about all food preparation and sales at any festival, carnival, fair, circus or public exhibition within Hoke County. In addition to this Coordinator Application, a Temporary Food Establishment (TFE) Vendor Application must be completed by each food vendor who is required to obtain a permit from this Department. **The Hoke County Temporary Event Coordinator Application, all TFE Vendor Application(s) and required TFE Vendor Fee(s) must be received by HCEH at least fifteen (15) calendar days prior to the event in order to be considered. There are no exceptions, please submit all required applications and fees well in advance.**

1) Event Name:

2) Event Date(s):

to

Hour(s):

to

Rain Date(s):

to

3) Event Location & Address:

Street Address:

City:

State:

Zip:

5) Event coordinator(s) name(s) and contact information (contact information for *before and during* the event):

Name

Phone number(s)

E-mail Address

a.

b.

6) Coordinator Address:

Street Address:

City:

State:

Zip:

7) Number of anticipated temporary food vendors:

8) Date/time food vendor(s) will be allowed on site for setup:

9) Will event be providing the following for food vendors. Please answer accurately. Information is given to vendors based on answers provided:

Potable (drinking) water?

No

Yes, location and source:

Electricity?

No

Yes

Mechanical refrigeration?

No

Yes, location and type:

Wastewater disposal? (greywater)

No

Yes, location and type:

Garbage disposal?

No

Yes, frequency of pick up:

Tents?

No

Yes, size and type:

Toilets?

No

Yes, type:

10. LIST ALL FOOD VENDORS Include vendors selling items that are exempt from our regulation (popcorn, cotton candy, packaged chips, etc), non-profits, permitted Mobile Food Units (MFU) and Pushcarts (PC), and vendors giving food samples away. Please note that certain "VIP" areas may need a permit so include them on this list. Add additional sheets if necessary.

Contact Erik Johnson at 910-878-1274 if you are unsure about the vendors. Please note that all MFU or PC vendors must submit a copy of their valid permit and most recent inspection in order to be considered.

NAME OF BOOTH	OWNER/OPERATOR NAME	E-MAIL & PHONE	MENU ITEMS APPROVED BY COORDINATOR	Exempt or Non-Profit ?	MFU or PC?

11) Will there be a petting zoo or other animal contact area such as pony rides? No Yes: Describe hand wash facilities and signage regarding food and hand washing that will be posted: _____

12) **DRAW THE EVENT AREA** include food vendor locations, potable water supplies, wastewater disposal sites, toilet facilities, garbage disposal sites, petting zoo or animal areas and any common areas for food or utensil storage, refrigeration or cleaning, **OR** attach your event site plan/map with the aforementioned items labeled. Use other pages if necessary.

Statement: I hereby certify that the information in this application is complete and accurate. I fully understand that:

- The Hoke County Temporary Event Coordinator Application must be received by HCEH at least fifteen (15) calendar days prior to the event, or the application shall be denied.
- Any deviation from this application without prior written permission from HCEH may nullify final approval and prevent issuance of a temporary food establishment permit(s) to food vendors.
- A pre-opening inspection (with utilities and equipment in place) of each temporary food vendor will be required before a permit can be issued.
- Any potable water supplied to food vendors by an event shall be from an approved public supply with adequate backflow prevention installed. Private wells may not be used for potable water supply without prior approval from HCEH.
- Food/drink that is prepared before permitting (without prior approval from HCEH) may result in disposal or embargo of the food/drink.
- HCEH staff will work with food vendors to insure compliance with the NC Food Code and applicable rules. However, food vendors found to be out of compliance with the rules, who do not come into compliance, may have their permit denied or revoked and will be required to cease all food sales. Such vendors will not be eligible to operate in Hoke County again.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: federal, state, and local).

Event Coordinator: _____ Date _____

Application(s) and fee(s) can be mailed to Hoke County Environmental Health, at 683 East Palmer St, Raeford, NC 28376. They may also be hand delivered to our office at 423 East Central Ave in Raeford. Applications can also be emailed to Erik Johnson at ejohnson@hokecounty.org It is strongly recommended to submit fees and applications together as applications will not be processed until payment has been received.

Hoke County Temporary Event Coordinator Application, all Temporary Food Establishment Vendor Application(s) and all required fee(s) must be received by HCEH at least fifteen (15) calendar days prior to the event, or the application(s) shall be denied. Additional applications and information are available on our website at <http://www.hokecounty.net/index.aspx?NID=179>

A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be obtained at <http://ehs.ncpublichealth.com/faf/food/index.htm>