

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 start of the event. Food vendor applications received less than 15 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): _____

Contact Information:

Festival Organizer Name: _____

Phone #: _____ Email: _____

Additional Organizer/Contact: _____

Phone #: _____ Email: _____

Contact # for Day of Event: _____

Event Details:

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:

Electricity	Refrigeration:	Location:	_____
		Type:	_____
Drinking Water Hoses	Toilet Facilities:	# of Toilets:	_____
		Type:	_____
Grease Disposal	Garbage disposal:	Method:	_____
		Pickup Schedule:	_____
Recycling	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:

Mailing Address:

Randolph County Health Dept.
Environmental Health
204 East Academy Street
Asheboro NC. 27203

Email:

christin.coats@randolphcountync.gov
Subject: Vendor Application

Fax:

336-318-6265
Attn: Christin Coats

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

Christin Coats: 336-318-6273

Jaron Herring: 336-318-6270

Andrea Brunk: 336-318-6274

Phil Pearman: 318-6269

Meghan Byrd: 336-318-6263

Jonathan Crews: 336-318-6218

(For Office Use Only)

Reviewing EHS' Signature: _____ Date: _____

Comments: _____
