

Event Coordinator Application

This information and any supporting documentation must be received **TWO WEEKS** prior to event start date.

EVENT INFORMATION

Name of the Event: _____

Date(s) of the Event: _____

Location of the Event: _____

Hour of the Event: (Days and times) _____

Expected number of patrons: _____

Expected peak day(s) if event is longer than 1 day: _____

Anticipated Number of Food Booths: _____ (*Complete Vendor Information List and attach*)

Event Coordinators Name: _____

Coordinator's Phone Number: (_____) _____ Coordinator's

Fax Number: _____ Coordinator's

Mailing Address: _____

City _____ State _____ Zip Code _____

Coordinator's E-mail address: _____

Contact Person during the Event (if different from above): _____

Contact phone number for the day of the Event: (_____) _____

SERVICES PROVIDED ON-SITE TO FOOD VENDORS (Check all that apply and provide detail if necessary):

Water Supply:

- There is access to a potable water taps on site.
- Vendors must bring their own water supplies.

Wastewater:

- There will be liquid waste collection tanks / receptacles on site.
- Vendors must arrange for their own wastewater disposal.

Electricity:

- There will be no electricity supplied on site.
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use generators on site.

Trash / Refuse:

- There will be trash receptacles throughout the event for the public.
 - There will be dumpsters on site for vendor and public trash removal.
- How often will they be serviced? _____

Toilet Facilities:

- Water carrying public restrooms. How many? _____
 - Portable toilets. How many? _____
- How often will they be serviced? _____

Hand Wash Facilities:

- Water carrying public restrooms. How many? _____
 - Portable hand wash stations. How many? _____
- How often will they be serviced? _____

Other Services:

- Refrigerated truck
- Commissary kitchen (Provide a list of available equipment in kitchen.)
- Ice

TEMPORARY EVENT SITE MAP

Provide a labeled map of the entire Temporary Event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)

