



Cleveland County

315 E. Grover Street, Shelby, NC 28150 (704) 484-5130 Fax (704) 484-5135
Environmental Health

For Additional Information please visit:

www.health.clevelandcounty.com

Temporary Event Coordinator Application

(MUST BE SUBMITTED 14 DAYS PRIOR TO THE EVENT)

This application must be completed and submitted to the Cleveland County Health Department to provide information about **ALL** food preparation and/or sales to the public at any public event or exhibition within Cleveland County by the organizer. Some vendors are exempt and payment may not be required, but all vendors **MUST** complete an application form. **A separate Temporary Food Establishment Application for each booth must be received by the Health Department with a payment of \$75 no less than 7 days prior to the event. A specific time frame for Health Department permitting on-site will be specified prior to the event and this information should be communicated by the Event Coordinator. All food vendors requiring permitting must be ready for inspection within this time frame.**

Event Name: _____

Event Location Address: _____

Event Date(s) and Time(s): _____

Rain or shine event? yes, no, or alternative date: _____

Event Sponsor: _____

Name of Event Coordinator(s) and contact information prior and during the event:

Name	email	Daytime Phone #	Cell phone #
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Check the following for water source for Food Vendors:

Public Water Taps accessible for all food vendors On-Site Private Water Supply

Public Water for Food Booths by fill-up only Vendors must provide their own water

Check the following items supplied for the food booths by the Event Sponsor:

Electricity Refrigeration Toilet Facilities Drinking Water Taps
 Recycling Garbage Pick-Up Grease Disposal Waste Water disposal

Will the event include a petting zoo or animal rides? _____

If so, are you providing hand washing station(s)? yes no

List all food vendors that will be participating. (If you need additional space, you may attach a separate sheet of paper listing food vendors.)

Name of Booth	Owner/ Operator	Mailing Address	Phone #s/email	Foods
EXAMPLE John Doe's Eats	John Doe	Street address City, State, Zip	485-555-0000 jd@yahoo.com	Hotdogs, fries, sandwiches

Please provide a drawing of the layout of the event area including vendor locations, water connections, toilet facilities, wastewater disposal sites, garbage disposal sites, hand wash facilities, and parking. If you already have a sketch on other paper, please submit a copy. See example on the website of an event diagram if needed.

Temporary Food Establishment (TFE) applications and further information is available on our Health Department website. All TFE applications and fees must be submitted to the Environmental Health Permits Office at 311 E. Marion Street in Shelby **no less than 7 DAYS** prior to the event. If you have questions, please call the office at 704-484-5130.

Event Coordinator Signature

Date Application Submitted