



COUNTY of CUMBERLAND

E. Newton Smith Public Health Center

EVENT ORGANIZER APPLICATION

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. In addition to this organizer application, a separate Temporary Food Establishment Application must be submitted to the Cumberland County Health Department by each food service vendor at least two weeks before the event. For more information, call 910-433-3660.

1. Organizer Name: _____

2. Address: _____
Street Number and Name City State Zip

3. Organizer Phone: (8 am-5 pm): _____ Other: _____

4. Name of event: _____

5. Event location: _____

6. Dates and times of event: _____

7. On-site coordinator (s) contact information.

Name	Responsibility	Contact Number(s)

8. Number of people expected to attend (event total): _____

9. Expected peak attendance (number, date, and time): _____

10. Number of anticipated food booths: _____

11. Time of food booth set-up: _____

12. Will the organizer be supplying water to food booths? Yes No

If yes, what is source of water? _____

13. Liquid waste/grease disposal method and schedules for pick-up? _____

14. Garbage disposal method and schedules for pick-up? _____

15. Will the organizer be supplying electricity to the food booths? Yes No

If yes, describe: _____

16. Will the organizer be supplying refrigeration equipment for the food booths? Yes No

If yes, describe: _____

17. Number of toilet facilities provided? _____ Type: _____

_____ Type: _____

18. Number of hand wash facilities provided? _____

19. Would you like to schedule a vendor education class? Yes No

20. Attach a list of proposed food vendors with the name, address, and day time phone number for each operator.

21. Attach a map of the event grounds showing locations for each food booth, toilet facilities, etc.

Signature of Organizer: _____ Date: _____

Complete this application and mail it to arrive at the Cumberland County Department of Public Health at least 2 weeks prior to the event date. Mail to:

Cumberland County Department of Public Health
227 Fountainhead Lane
Fayetteville, NC 28301

Phone: (910) 433-3660

Fax: (910) 433-3669

To all organizers, sponsors, coordinators and food vendors at special events:

Each special event involving food is unique. Due to the way that rules are written, some events and vendors may be exempt. It is in the best interest of the organizer, sponsor, coordinator, food vendors, and public health that you contact the Health Department, Fire Marshall, etc. Prior to any event involving food to determine what will be required.

Additional information from the Health Department about permitting requirements, information and applications for temporary food establishments will be provided. Even if an event or vendor is exempted from the rules, it would be best for the health and safety of patrons if all these requirements are met.

Read these requirements carefully. Application (for organizers and vendors) must be provided in timely manner. Event Organizers must supply all information to the health department about the event. However, the bulk of the requirements will have to be met by the individual vendor. It is the responsibility of the vendor to meet all these requirements before a permit can be issued. Denial of a permit will result in no sale of food and will mean the loss of revenue and possible loss of food product.

Please be aware of any legal problems that could result from selling food. Selling food without a permit at an event where a permit is required will result in a cease order being issued and possible legal action. Event sponsors, organizers, coordinators and vendors will share responsibility if a food borne illness occurs from food sold at the event.

Exemption: *Nonprofit organization, organizations that are exempt from federal income tax or political committees may prepare and sell food one time per month as long as they do not exceed two consecutive days. If you are claiming an exemption as one of these groups, please complete the form titled “Application for Exempt Temporary Events”. Also please provide a copy of the letter of declaration from the North Carolina Department of Revenue of the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to conduct the event. There is no need to complete the Event Organizer of Food Vendor application unless it is determined that the event does not qualify for the exemption.*

You may obtain a copy of the Rules Governing the Sanitation of Restaurants and Other Foodhandling Establishments at www.deh.enr.state.nc.s/ehs/food/fudlinks.htm

Thank you in advance for your cooperation and good luck with your event!

Cumberland County Department of Public Health (910) 433-3622