



## DEPARTMENT OF PUBLIC HEALTH

### EVENT ORGANIZER APPLICATION

By providing the information below, you will assist in identifying and preventing potential health problems that might occur during your event. In addition to this *Event Organizer Application*, a separate *Temporary Food Establishment (TFE) Application* for a **ALL** food vendors ([profit/non-profit](#)) shall be submitted to the Cumberland County Department of Public Health at least **15 DAYS PRIOR** to the event to ensure that all vendors are able to submit their applications and fees on time. Our office request that this *Event Organizer Application* be submitted to our office at least **30 DAYS PRIOR** to the event and before any *TFE Applications* submittals. For more information, call 910-433-3618.

1. Organizer Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
Street Number and Name City State Zip Code
3. Organizer Phone: (8am-5pm): \_\_\_\_\_ Cell Number: \_\_\_\_\_
4. Email  
Address: \_\_\_\_\_
5. Name of  
Event: \_\_\_\_\_
6. Event  
Location: \_\_\_\_\_
7. Dates and times of event: \_\_\_\_\_
8. On-site coordinator(s) contact information:

Name	Responsibility	Contact Number(s)

9. Number of people expected to attend (event total): \_\_\_\_\_
10. Number of food vendors (booths/mobile food units/tents): \_\_\_\_\_

11. Time of food vendor set-up (booths/mobile food units/tents): \_\_\_\_\_
12. Will the organizer be supplying water to the food booths?      ☐ Yes      ☐ No
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, please  
describe: \_\_\_\_\_  
\_\_\_\_\_
16. Will the organizer be providing refrigeration equipment for the food booths?      ☐ Yes      ☐ No  
If yes, please  
describe: \_\_\_\_\_  
\_\_\_\_\_
17. Number of toilet facilities provided? # \_\_\_\_\_ Type: \_\_\_\_\_  
# \_\_\_\_\_ Type: \_\_\_\_\_
18. Number of hand washing facilities provided? \_\_\_\_\_
19. Would you like to schedule a vendor education class/handout?
20. 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 30 days prior to the event date.\*\***

**Mail to: Cumberland County Department of Public Health  
1235 Ramsey Street  
Fayetteville, N.C. 28301  
Phone: (910)433-3618  
Fax: (910)433-3793**

Applications can also be emailed to [envhealth@cumberlandcountync.gov](mailto:envhealth@cumberlandcountync.gov).

## **LIST OF VENDORS ATTENDING EVENT**

[illegible]

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 organizer, sponsor, coordinator, food vendors, and public health that you contact the Health Department, Fire Marshall, Zoning, 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 exempt from the rules, it would be best for the health and safety of patrons if all these requirements are met using “Best Practice”.

**Read these requirements carefully:**

Applications (for organizers and vendors) must be provided in a 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 organizations (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, the Internal Revenue Service, or a NOTARIZED 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 Rules Governing the Sanitation of Restaurants and Other Food Handling Establishments at <https://ehs.dph.ncdhhs.gov/docs/rules/Sanitation-of-FoodEstablishments-15ANCAC18A-2600.pdf>.

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