



# Scotland County

Environmental Health Section

**For Office Use only**

**Date Submitted**

**Contact Name**

**Best Contact Number**

## Temporary Event Coordinator Application

This application must be completed and submitted to Scotland County Environmental Health Section by the Event Coordinator **(30) days prior to the event. A vendor list and map of vendor locations must be provided with the application.** The purpose of this application is to provide vital information about all food preparation and sales at any festival, carnival, fair, circus or public exhibition within Scotland County. In addition to this Coordinator Application, it is the event coordinator's responsibility to ensure that all Temporary Food Establishment (TFE) Vendor Applications are completed by each food vendor who is required to obtain a permit from this Department **at least fifteen (15) calendar days prior to the event in order to be considered.**

Checklist:

- Event Coordinator Application
- Vendor List
- Vendor Map
- Date required for food vendors to complete applications and return to Scotland County Environmental Health Section \_\_\_\_\_

Event Name:

Event Date(s):

to

Hour(s):

to

Rain Date(s):

to

Event Location & Address:

Street Address:

City:

State:

Zip:

Event coordinator(s) name(s) and contact information (contact information for *before and during* the event):

Name

Phone number(s)

E-mail Address

a.

b.

Coordinator Address:

Street Address:

City:

State:

Zip:

Will this be a recurring event?

If recurring, how often (monthly, annually, etc.)

Food vendors' setup:

Date:

Time:

Number of anticipated temporary food vendors:

Date/time food vendor(s) will be allowed on site for setup:

If multi-day event, will mobile food units be allowed to return to their commissary at the end of each day?

Will event be providing the following for food vendors? Please answer accurately. Information is given to vendors based on

answers provided:

Potable (drinking) water?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and source (utility company documentation required, submit with application)
Electricity?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Mechanical refrigeration?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and type:
Grey wastewater (hand wash/utensil sink disposal)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and type:
Garbage disposal?	<input type="checkbox"/> No <input type="checkbox"/> Yes, frequency of pick up:
Grease disposal?	<input type="checkbox"/> No <input type="checkbox"/> Yes, frequency of pick up:
Tents?	<input type="checkbox"/> No <input type="checkbox"/> Yes, size and type:
Toilets?	<input type="checkbox"/> No <input type="checkbox"/> Yes, type:
Hand sinks?	<input type="checkbox"/> No <input type="checkbox"/> Yes, type:

**LIST ALL FOOD VENDORS** Include vendors: Selling items that are exempt from our regulation (popcorn, cotton candy, packaged chips, etc), non-profits, permitted Mobile Food Units (MFU) and Pushcarts (PCU), and vendors giving food samples away. Add additional sheets if necessary. Contact Environmental Health Section at 910-277-2440 if you are unsure about the vendors.

NAME OF BOOTH	OWNER/OPERATOR NAME	PHONE NUMBER(S) AND E-MAIL	MENU ITEMS APPROVED BY COORDINATOR	Exempt Items or Non-Profit	MFU or PCU

Application(s) can be sent to Scotland County Building Inspection Department at 517 Peden Street, Laurinburg NC, 28352, and payment can be called in at 910-277-2415 (leave message if voicemail).

**DRAW THE EVENT AREA** including vendor location, approved potable water supplies, wastewater disposal sites, toilet facilities, and garbage disposal site(s). **OR** attach your event footprint with the aforementioned items labeled.

**Statement: I hereby certify that the above information is complete and accurate. I fully understand that:**

- The Scotland County Temporary Event Coordinator Application must be received at least fifteen (30) calendar days prior to the event or the application shall be denied.
- Any deviation from this application without prior written permission from Scotland County Environmental Health Section may nullify final approval and prevent issuance of a temporary food establishment permit(s) to food vendors.
- A pre-opening inspection (with electricity and equipment in place) of each temporary food vendor will be required before a permit can be issued.
- Food/drink that is prepared before permitting permit may result in disposal or embargo of the food/drink.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: federal, state, and local).

Event Coordinator: \_\_\_\_\_ Date \_\_\_\_\_