

**Coordinator Application for Temporary Food Event**

**Event Name:** \_\_\_\_\_ **Is this a new event? Y/N**

**Date(s) of Event:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_

**When will vendors be allowed to set up?** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Event Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please circle an answer to the following questions to help us better prepare vendors**

- Will you be providing potable water to vendors? **YES/NO**
  - Is it **PUBLIC WATER** or a **PRIVATE WELL** (if private well, must supply water sample results)
- Will vendors be able to dispose of waste water onsite? **YES/NO**  
(NOTE: Will County Health Department will not accept waste water disposal to storm sewers or surface of the ground.)
- Will you be providing portable hand washing stations? **YES/NO**
- Will you be providing electric to vendors? **YES/NO**
  - If yes, what time will it be available? \_\_\_\_\_
- Will you be providing portable toilets? **YES/NO**
- Will you be providing garbage cans/dumpsters for vendors? **YES/NO**
  - Will grease disposal be available? **YES/NO**
- Will vendors be on **GRASS/GRAVEL/PAVED SURFACE**

**FYI**

- **All vendors' applications and fees MUST be submitted at least 7 days prior to the start date of the event. Any late applications and fees received less than 7 days prior will pay an additional \$30 late fee (no exceptions)**
- **Fees are based on menu items, application and payment cannot be accepted at the event**
- **Government entities, schools, churches and non-profit groups pay 50% of fees (excludes late fee)**
- **All vendors must be inspected prior to operating. A vendor may be denied a permit for the failure to comply with any of WCHD requirements.**

**\*\*\*\*\*COMPLETE VENDOR LIST ON BACK OF FORM\*\*\*\*\***

