

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 wastewater onsite? **YES/NO**
(NOTE: Will County Health Department will not accept wastewater 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 \$50 late fee (no exceptions) Applications received no less than 3 days of event start will have fees doubled.**
- **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*******

