

EVENT ORGANIZER APPLICATION

The Event Organizer Application and all Temporary Food Event (TFE) Applications must be submitted 15 calendar days prior to the event. It is the Event Coordinator's responsibility to ensure all TFE vendor applications are completed before submitting to Union County Environmental Health. Fees can be submitted by the Coordinator or by each vendor directly to Union County Building Code Enforcement [ucinspection@unioncountync.gov].

Organizer Information

Organizer Name: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone (8am-5pm): (____) _____ After 5pm): (____) _____
 E-Mail: _____

Event Information

Name of event: _____
 Event Address: _____ City: _____ State: _____ Zip: _____
 Parcel ID Number: _____

Dates and hours of operation:

Event Date(s):		to		Hour(s):		to	
Rain Date(s):		to					

Admission Charged: Yes No

Will event last for at least 6 consecutive hours? Yes No

Maximum Attendance: _____

Will the sewage disposal be: (Check one that applies) Municipal (public) Septic system Portable Toilets

Is there a septic system on the property Yes No Will the system be used for the Event Yes No

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

If yes, what is the water source? City/Public Private Well
 Note: A food grade hose is required for all water connections.

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

Attach a map of the event grounds showing the location for each food booth, toilet facilities, water connections, existing septic systems, well on property, and parking, etc.



Please list **ALL participating FOOD VENDOR INFORMATION** below. Use additional pages as needed.

Name of Booth	Owner/Operator	Phone Number/E-mail	General Menu
Example Food Booth	Jane Doe	704-000-0000 email@email.com	Funnel Cakes, blooming onions, sandwiches, hamburgers, and corn on the cob.

Please list **ALL participating Nonprofit FOOD VENDOR INFORMATION** below.

G.S. 130-250 (7) Allows establishments that are incorporated as nonprofit corporations in accordance with Chapter 55 of the General Statutes or are exempt from federal income tax under the Internal Revenue Code as defined in G.S. 105-228.90 or that are political committees as defined in G.S. 163-278.6(14) to prepare or serve food and/or drink for pay no more than once a month for a period of two consecutive days.

Nonprofit Name	Contact Person	Phone Number/E-mail	Registration Number

STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Union County Environmental Health may nullify final approval and prevent issuance of permits to participating food vendors. I understand that a pre-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2635 a temporary food establishment permit will not be issued.

Print Name

Signature

Date

Temporary Food Establishment

All "Temporary Food Establishment" (TFE) vendors shall submit applications to the event coordinator. **Event Coordinators will collect applications and submit all applications to Union County Permit Center.**

A TFE permit is required to sell food or drink at a special event. This permit is issued in conjunction with a fair, carnival, circus, public exhibition or other similar gathering that operates for a period of 21 days or less.

Vendors who sell only dipped ice cream, shaved ice, popcorn, candied apples, cotton candy, funnel cakes, doughnuts, peanuts and commercially prepackaged chips and candy do not have to get an operational permit from this Department; however, vendors should contact the NC Department of Agriculture at 919-733-7366 to determine if a permit is needed from them.

There is a \$75 fee for each TFE permit issued. How can I make a payment?

Coordinator applications, vendor applications and vendor fees must be received by Union County Permit Center at least 15 calendar days prior to the event for consideration. Each question must be answered or the application will be returned.

As the event coordinator it is your responsibility to:

- Complete and submit the Temporary Food Establishment Coordinator Application
- List all food vendors, including those giving samples away, food trucks, and non-profits. Submit map showing the location of all food vendors, water connection, grey water tanks, grease disposal, etc.
- Collect ALL the Temporary Food Establishment applications. Payments can be submitted by you, or each vendor can arrange payment after applications are received.
- Collect all non-profit exemption forms (if needed)
- Submit all TFE applications to Union County Permit Center well in advance of the 15-day deadline.

**Complete application packets may be submitted to:
Union County Permit Center 500 N. Main Street, Monroe NC 28112
or emailed to ucinspection@unioncountync.gov**

