



# Temporary Event Coordinator Application

- This form is only required for events having food vendors.
- Submit the following application completed along with the [applicable fee](#). One application and fee is required for each event.
- Completed application and fee is requested no later than 30 days prior to the event date. If either are received within 10 days of the event then attach required [late fee](#).

FOR DEPARTMENT USE ONLY	
APPROVED YES <input type="checkbox"/>	NO <input type="checkbox"/>
COORDINATOR APPROVED BY _____	
DATE _____	

See Summit County Environmental Health webpage for latest Fee Schedule: [www.SummitCountyCO.gov/EHfees](http://www.SummitCountyCO.gov/EHfees)

### EVENT INFORMATION

Name of the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_

Location of the Event: \_\_\_\_\_

Days and times of the Event: \_\_\_\_\_

Expected number of patrons: \_\_\_\_\_

Number of food vendors: \_\_\_\_\_

Expected peak day(s) if event is longer than 1 day: \_\_\_\_\_

Anticipated Number of Food Booths: \_\_\_\_\_ *(Complete Vendor Information List and attach)*

Agency Name: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Coordinators Name: \_\_\_\_\_

Coordinator's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Coordinator's Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Coordinator's E-mail address: \_\_\_\_\_

Contact Person during the Event (if different from above): \_\_\_\_\_

Contact phone number for the day of the Event: (\_\_\_\_\_) \_\_\_\_\_

**SERVICES PROVIDED ON-SITE TO FOOD VENDORS** (Check all that apply and provide detail if necessary):

**Water Supply:**

- There is access to a potable water taps on site.
- Vendors must bring their own water supplies.

**Wastewater:**

- There will be liquid waste collection tanks / receptacles on site.
- Vendors must arrange for their own wastewater disposal.

**Electricity:**

- There will be no electricity supplied on site.
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use generators on site.

**Trash / Refuse:**

- There will be trash receptacles throughout the event for the public.
- There will be dumpsters on site for vendor and public trash removal.  
How often will they be serviced? \_\_\_\_\_

**Toilet Facilities:**

- Water carrying public toilets. How many? \_\_\_\_\_
- Portable toilets. How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_

**Hand Wash Facilities:**

- Water carrying public restrooms. How many? \_\_\_\_\_
- Portable hand wash stations. How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_

**Other Services:**

- Refrigerated truck
- Commissary kitchen (Provide a list of available equipment in kitchen.)
- Ice

**VENDORS**

Please list all food vendors. Attach additional sheets if necessary

Name	Phone	Email	General Menu

### **TEMPORARY EVENT SITE MAP**

Provide a labeled map of the entire Temporary Event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)