



# Commonwealth of Virginia

## Rappahannock Rapidan Health District

Culpeper County	(540) 829-7466	Fax: 540-829-7492	640 Laurel St, Culpeper, VA 22701
Fauquier County	(540) 347-6363	Fax: 540-347-6405	330 Hospital Drive, Warrenton, VA 20186
Madison County	(540) 948-5481	Fax: 540-948-3841	1480A N, Main St Madison, VA 22727
Orange County	(540) 672-1291	Fax: 540-672-1093	450 N. Madison Rd., Orange, VA 22960
Rappahannock County	(540) 675-3516	Fax: 540-675-1021	338A Gay St, Washington, VA 22747

### Temporary Event Coordinator's Application

Please write the information requested below and return the completed application by email, mail or fax to the health department. Each food vendor must complete the **Application for Permit to Operate a Temporary Food Establishment**. **The vendor application(s) must be submitted at least 10 days prior to the date of the event.** The coordinator is responsible for timely submission of all applications. For more information, contact the Health Department.

1. **Event Name:** \_\_\_\_\_  
**Site Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date(s) of Event: Starts on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ AM/PM  
 Ends on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ AM/PM

Rain Date (s): \_\_\_\_\_

Type of Event (circle):      Fair      Festival      Carnival      Farmers Market      Other

2. **Name of Coordinator/Person-in-Charge:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_

Contact Information:

Business: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

3. **Expected # of Vendors** (Include restaurants, non-profit organizations, gourmet food vendors with food samples, mobile food catering units, etc.): \_\_\_\_\_

4. **Time of Set-Up for Food Operations:** \_\_\_\_\_ AM/PM

*Note: This is the time you have asked the food vendors to be ready for the inspection by the Health Department. This time should be at least 1 hour prior to the start time of the event.*

**Please allow for more time for events with more than five (5) vendors. No food can be prepared and/or offered for sale or sample until the Health Department issues a permit.**

5. **Services provided on site for the Food Vendors** (Check all that apply):

Water Supply

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

Electricity

- There is access to electricity on site
- Vendors are allowed to use generators on site
- There will be no electricity on site

Liquid Waste Disposal

- There will be liquid waste containers/receptacles on site
- Vendors must collect and remove their own liquid waste

Trash/Refuse Disposal

- There will be trash containers/receptacles on site
- Vendors must collect and remove their own trash/refuse

Tents or Canopies

- Tents or canopies for food stands/booths will be provided
- Vendors must provide their own overhead protection

6. **Estimated Attendance:** \_\_\_\_\_

7. **Number of Toilet Facilities:** \_\_\_\_\_

**Type** (circle):    Public Restrooms    Portable Toilets/Privy (\*Fauquier County submit privy permit)

**Note:** Food Vendors may be limited in the menu they can offer if these services are not provided at the event site. The event coordinator is responsible for informing the vendors of any restrictions you must impose.

- 8.  **Attach** a list of all proposed food vendors and their contact information.
- 9.  **Attach** a map showing the event layout of the food vendors, toilet facilities, garbage disposal sites, and wastewater disposal sites.

\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date