

Clarke County
100 N Buckmarsh St
Berryville, VA 22611
(540) 955-1033

Frederick/Winchester
107 N Kent St, Ste 201
Winchester, VA 22601
(540) 722-3480

Page County
75 Court Lane
Luray, VA 22835
(540) 743-6528

Shenandoah County
494 N Main St, Ste 100
Woodstock, VA 22664
(540) 459-3733

Warren County
465 W 15th St, Ste 200
Front Royal, VA 22630
(540) 635-3159

Temporary Event Coordinator Application

- Whenever food is served or sold at temporary events such as (but not limited to) festivals, fairs, sporting events, and other public gatherings, all food vendors must have a Temporary Food Establishment (TFE) permit or other appropriate Health Department permit (12VAC5-421-3660).
- It is the responsibility of the event sponsor or organizer to submit a Temporary Event Coordinator Application to the Health Department **at least 30 days prior to the event**. There is no fee for submitting the application.
- You are *strongly* encouraged to communicate with all vendors to ensure they are properly permitted or have applied for a permit *before* the event. Vendors who are not properly permitted on the day of the event will not be allowed to serve food.

Event Information

Event Name:	Dates & hours:	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor (<input type="checkbox"/> Rain or shine)
Location/Venue Name & Address:		
Anticipated peak attendance:	Est. number of TFE's:	Vendor setup time(s):

Event Organization

	Name	Address/Phone/Email
Sponsoring Org:		
Event Coordinator:		
On-site Contact:		

Event Infrastructure

<i>Check items supplied by Event Coordinator or venue.</i>	<i>Provide additional requested information for infrastructure elements to be supplied by Event Coordinator or venue. *Where indicated, identify location(s) on site plan</i>	
<input type="checkbox"/> Water Supply*	<input type="checkbox"/> Public Water System <input type="checkbox"/> Non-public water supply (Recent water test req'd) Will the event provide food grade hose(s) for water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Utensil Washing	<input type="checkbox"/> Three-basin setup <input type="checkbox"/> Plumbed three-compartment sink	Number of TFE's to share each setup _____
<input type="checkbox"/> Refuse Disposal*	Responsible party: _____	
<input type="checkbox"/> Wastewater Disposal*	Responsible party: _____	Removal frequency _____ gal/day
<input type="checkbox"/> Food Storage*	Description of food storage/refrigeration: _____	
<input type="checkbox"/> Electrical Supply*	Description of electrical supply: _____	
Toilet Facilities	Number of each: Permanent facilities _____ Portable/chem toilets _____	
<input type="checkbox"/> Booth Construction	Overhead covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____ Floor: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____ Walls: <input type="checkbox"/> Screens <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> N/A <input type="checkbox"/> Other: _____	

Health Department Use Only	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No* Reviewer: _____ Review Date: _____	Date Rec'd _____
	*Reason for denial: _____	

Vendor Information

List any vendors selling, sampling, or providing food and/or drink. Use additional sheets if needed.

Organization/ Vendor's Name	Person In Charge (PIC)	PIC Phone Number	PIC Email Address	Setup Type (trailer, building, booth, tent/canopy, etc.)

Site Plan

Sketch the general layout of the event indicating the location of the following items below:

- | | |
|--|---|
| 1. TFE locations (indicate distance from other facilities) | 5. Shared utensil-washing facilities, if provided |
| 2. Water supply, if provided | 6. Wastewater disposal, if provided |
| 3. Toilet and handwashing facilities | 7. Refrigerated food storage, if provided |
| 4. Refuse disposal containers | 8. Location of animals, rides, attractions |

Approval of the proposed temporary food event may be contingent upon the timely submittal of this Temporary Event Coordinator Application. Each TFE selling or sampling prepared food and or drinks must have a permit from the Health Department. Each TFE should apply with the Health Department at least 10 days prior to the start of the event. No permits will be issued by the regulatory authority until permit application review and possible inspection demonstrates compliance with the applicable Virginia Food Regulations. Approval of this application by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required (e.g. local law enforcement, building codes, etc.).

Applicant Name

Applicant Signature

Date