



EVENT (WITH RETAIL FOOD VENDORS) COORDINATOR FORM

COORDINATORS OF COMMUNITY EVENTS IN EAGLE COUNTY WITH RETAIL FOOD VENDORS MUST COMPLETE THIS FORM AND SUBMIT TO EAGLE COUNTY ENVIRONMENTAL HEALTH AT LEAST **ONE MONTH** BEFORE THE COMMUNITY EVENT (**\$50 FEE** PAYABLE TO THE EAGLE COUNTY TREASURER). NOTE: NO FEE REQUIRED FOR NON-PROFIT OR CHARITABLE ORGANIZATIONS (PROVIDE 501C-3 DOCUMENTATION).

EVENT INFORMATION

Event Name:

Event Date(s):

Location:

Hours (Days and Times):

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

Anticipated number of retail food vendors:

(Complete Retail Food Vendor Information List)

Event Coordinator Name:

Coordinator's Phone #:

Coordinator's Mailing Address:

Coordinator's Email Address:

Contact Person during event (if different from above)

Contact phone # for day of the event:

A. SERVICES PROVIDED ON-SITE TO RETAIL FOOD VENDORS (Check all that apply & 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:

- Trash receptacles throughout the event for the public.

Dumpsters on site for vendor and public trash removal.

How often is trash removed? _____

Toilet Facilities:

Water carrying public restrooms. How many? _____

Portable toilets. How many? _____

How often are the restrooms serviced? _____

Hand Washing Facilities:

Hand sinks in permanently plumbed public restrooms. How many? _____

Portable hand washing stations. How many? _____

How often are the stations serviced? _____

Other Services:

Refrigerated truck.

Commissary kitchen (Provide a list of available equipment in kitchen)

Ice

Other _____

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 wastewater collection tanks or sanitary sewer

Location of all food preparation and service areas on the event grounds

Retail food vendors

Roadways, sidewalks, and walkways

Refrigerated truck (if applicable)

Commissary kitchen (if applicable)

Petting Zoo (if applicable)

FOR HEALTH DEPARTMENT USE

Fee Paid:

Check #:

EH Specialist Signature:

Approved:

Yes:

No:

Date:

