



## **Event Organizer**

Each special event involving the preparation and serving of food is unique. Our goal is to help ensure that your event will be conducted in a manner that is safe for the public. It is important that the organizer, sponsor(s), coordinator(s), and food vendors contact Yadkin County Environmental Health prior to organizing or conducting any event involving the preparation and serving of food in order to determine what permitting and inspection requirements will be required. Please be aware that other agencies such as fire departments or local municipalities may have additional requirements that must be met. The following pages outline Yadkin County Environmental Health's permitting requirements for organizers. A separate application must be submitted by the individual food vendors for each temporary food establishment operating at all festivals, fairs and other special events.

**Requirements:** Event Organizers are required submit an application to this department for any special event where food vendors will be present. The application shall be submitted to Yadkin County Environmental Health *at least 30 days prior* to the start of the event. Organizers of events are responsible for supplying Temporary Food Service Vendor Applications to *each* food vendor and ensuring that these completed applications and the \$75 fee (if applicable) are submitted to the Yadkin County Environmental Health Office at least 15 days prior to start of the event. Although the Event Organizers must supply all information to Yadkin County Environmental Health about the event, the majority of the permitting requirements will have to be met by the individual food vendors. It is the ultimate responsibility of the vendor to meet all applicable requirements. Please note that running water under pressure from an approved source and electricity are required. Vendors must discuss what will be needed with the event organizers. The preparation and sale of food without a permit at an event where a permit is required will not be allowed. Anyone found preparing or selling food without a permit will be required to immediately cease operation.

**Exemptions:** The following events/vendors are currently exempt from Yadkin County Environmental Health regulations:

1. Nonprofit organizations, organizations that are exempt from federal income tax, or political committees may prepare and sell food one time per month as long as they do not exceed two consecutive days. Please provide a copy of the letter of declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to conduct the event. *However, if such an entity operates at your event for more than 2 days or operates at more than one event per calendar month, a permit from Yadkin County Environmental Health is required.*
2. Food vendors serving only non-potentially hazardous foods such as popcorn, cotton candy and nuts, and beverages such as packaged, canned, or bottled drinks, coffee, or carbonated beverages are not required to have a permit issued by Yadkin County Environmental Health.

Even if an entire event or specific vendors are exempt from the rules, it is still in the best interest of the public's health and safety that all of these requirements be met. Vendors which are exempt from the permitting process are still required to complete the first page of the Temporary Food Service Vendor Application for submittal to Yadkin County Environmental Health. Please feel free to contact this department with any questions you have regarding the permitting of fairs, festivals, and other special events.

## Event Organizer Application

The following information must be completed in full and returned to the Yadkin County Environmental Health office at least thirty (30) days prior to start of the event. This information will aid Yadkin County Environmental Health in preventing potential public health problems that could arise during the event.

1. Organizer Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

Street Number and Name	City	State	Zip
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3. Organizer Phone: \_\_\_\_\_ (8am-5pm)      Other number: \_\_\_\_\_

4. Name of event: \_\_\_\_\_

5. Event location: \_\_\_\_\_

6. Dates and times of event: \_\_\_\_\_

7. On-site coordinator(s) contact information:

Name	Responsibility	Contact Numbers	Fax/E-Mail

8. Number of people expected to attend (event total): \_\_\_\_\_

9. Number of anticipated food booths: \_\_\_\_\_ 10. Time of food booth set-up: \_\_\_\_\_

**Note: Yadkin County Environmental Health may specify a time in which food vendors need to be set-up.**

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

If yes, what is the source of water? ☐City/Public ☐Private Well

**Note: Water must be from an approved source and under pressure. Well water will be sampled to ensure it is safe and sanitary.**

11. How will water be supplied to food booths?\_\_\_\_\_

**Note: If using water hoses, they must be food grade with appropriate backflow preventers.**

12. Describe the liquid waste/grease disposal method (include business name if service is being contracted): \_\_\_\_\_

**Note: Grease and wastewater SHALL NOT be poured out on the ground or into storm drains.**

13. Garbage disposal method:

14. Will the organizer be supplying electricity to the food booths? ☐ Yes ☐ No

If yes, describe:

15. Will the organizer be supplying refrigeration equipment for the food booths? ☐ Yes ☐ No

If yes, describe:

16. Number of toilet facilities provided: \_\_\_\_\_ Type: \_\_\_\_\_

If portable toilets are used, how often will they be serviced? \_\_\_\_\_

17. Will hand washing facilities be provided adjacent to the toilets? ☐ Yes ☐ No

18. Will a petting zoo be located at event? ☐ Yes ☐ No

***If yes, handwashing facilities are required and food vendors must be located away from the area.***

***Contact the NC Dept of Agriculture for specific requirements (919-733-7366).***

19. Sketch a map of the event grounds on the following page provided.

20. Complete the list of all food vendors (including ones that will be exempt) that wish to operate during this event on the last page provided.

**Statement:** I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Yadkin County Environmental Health may nullify final approval and prevent issuance of permits to participation food vendors. I understand that a pre-opening inspection of each food vendor is required. If the food vendor is not in compliance with the North Carolina Requirements for Temporary Food Establishments (15A NCAC 18A .2665), a permit will not be issued.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please mail/fax completed application packets to the address below:

Yadkin Co Environmental Health  
213 E. Elm St.  
PO Box 1278  
Yadkinville, NC 27055  
336-679-4244  
336-679-2083 Fax

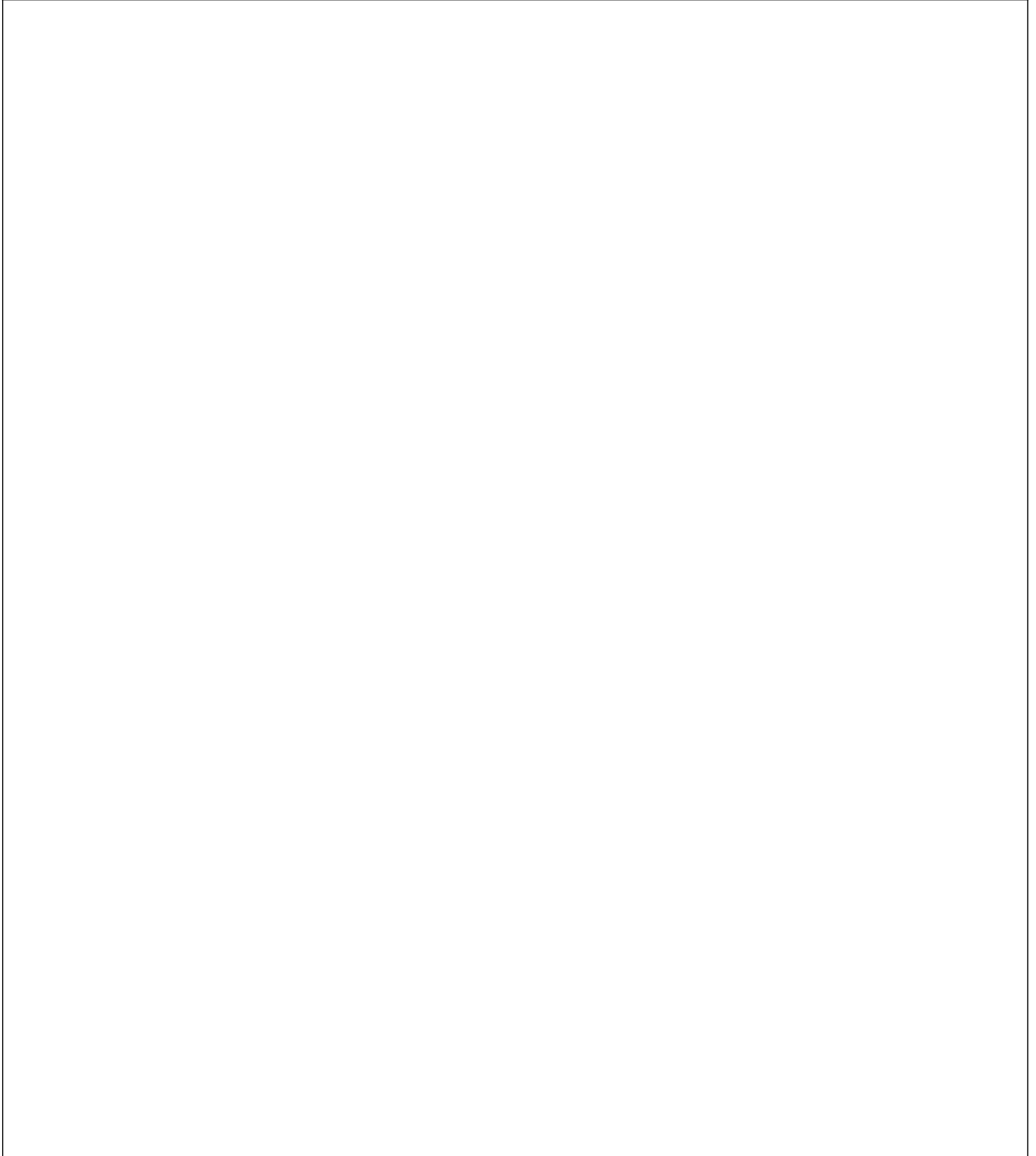
**Environmental Health Dept Use Only: Date Reviewed** \_\_\_\_\_

**Reviewed by** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Sketch a map of the event grounds showing the location of each food vendor, toilet facilities, water connections, permanent structures and roads.

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of an event map. The box occupies the majority of the page below the instruction.

20. Please list all food and beverage vendors *including* those that are exempt:

[illegible]