



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 NO

COORDINATOR APPROVED BY _____

DATE _____

See Summit County Environmental Health webpage for latest Fee Schedule: 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)