Event Coordinator Application



All temporary and seasonal food establishments must be operated under the auspices of an event coordinator.

An event coordinator is required to complete an application verifying they are responsible for any shared facilities (e.g., toilet rooms, hand washing, utensil washing, refuse collection) for temporary food establishments as part of a temporary event.

For more information on the requirements of Event Coordinators review AMC 16.60.226

The Event Coordinator Application is due at least two weeks prior to the event.

TYPE or PRINT IN INK. Enter N/A where requested information does not apply.

ORGANIZER INFORMATION		EVENT INFORMATION
Organizer/Coordinator DBA	Event Name:	
Mailing Address:	Location:	
City/State/Zip Code:	Address:	
Event Organizer's Name:	City:	Will there be amplified sound' Yes(Noise Permit Website) No
Event Organizer Contact Number:	Hours of Event (in	nclude time set-up will begin):
Type of Organization: ☐ For Profit ☐ Charitable - Not for Profit	Date(s) of Event:	Date Application Submitted:
On-site Contact Person: Email Address:	Food Vendor located Indoor Outdoor* * Event will occur regardless of the weather conditions: Yes No Food vendors are to be located in an area that will properly drain to control pooling water and mud and that will minimize exposure to blowing dust and debris.	
On-Site Contact Cell Phone:	(Size restrictions may apply) Anticipated Maximum Attendance at Peak Time:	
An event coordinator permit will not be issue applicable requirements found in AMC16.60 a regulatory authority. Additionally, the unders closure of the event and/or temporary food e	and the permit h igned is aware t	as been signed and approved by the

Environmental Health Specialist

Restrictions or Reason for denial:

Application Approved

☐ Yes ☐ No

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Date

Utensil Washing	Food Storage	
☐ Provided by Event Coordinator	Refrigerated trailer provided for temporary food	
☐ Provided by Food Booths Type	establishments Yes No	
of sink:	Indicate location of refrigerated trailer on sketch.	
Toilet Facilities	Refuse Disposal	
# of Toilet Facilities that will be provided based on	Identify responsible party for refuse disposal:	
local building codes:		
☐ Portable ☐ Existing restrooms available		
# of toilets and handwashing facilities to be provided	Is there a central refuse collection site? Indicate on plot	
for food employees:	plan 🗌 Yes No	
Hand Soap, single-use towels, and trash receptacle		
must be provided at all handwashing sinks.		
Potable Water Supply	Liquid Waste Removal	
Public Water System (City/AWWU)	Identify responsible party for refuse disposal:	
Non-Public Water Supply* (Private Well)		
*Non-Public Water Supplies must water test results submitted with this application	Is there a central refuse collection site? Indicate on plot plan Yes No	
Electrical Supply	-	
How will electricity be provided to TFE? Ensure that	generator noise levels do not violate AMC 15.70.80	
Utility Generator Noise Contro	ol, Property Line noise emission standards.	
*** RE	QUIRED***	
CONTACT INFORMATION List the name, phone #, and em Food vendors not listed in the Food Cool	ON FOR ALL FOOD VENDORS pail for each food vendor at this event redinator Application will not be issued permits.	
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Example provided on the back of this page. 1. Temporary Food Establishments 2. Water supply 3. Toilet and handwashing facilities 4. Refuse disposal containers 5. Location of shared utensil-washing facilities 6. Refrigerated trailer, if provided 7. Location of animals, rides, attractions (include distance of TFE from all other facilities on plot plan)

Sketch below a general layout of the Temporary Event including the following:

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