



# IREDELL COUNTY HEALTH DEPARTMENT

## Environmental Health Division

318 Turnersburg Highway • Statesville, North Carolina 28625-2798 • 704-878-5305  
610 East Center Avenue • Mooresville, North Carolina 28115-2578 • 704-664-5281

Donna M. Campbell, RN, MPH  
Health Director

## EVENT COORDINATOR RESPONSIBILITIES

As the Event Coordinator, you will be responsible for providing the Iredell County Health Department with the necessary completed applications and applicable payment of \$75 for each for profit vendor. On the day of the event, all vendor operations will be inspected and food permits issued ***IF*** all requirements are met. Note that all applications and fees must be returned to our department no later than 15 days from the scheduled event. *Failure to meet this deadline may result in vendors not being allowed to sell food at your scheduled special event!*

You may contact the Food, Lodging & Institutional section staff with questions between the hours of 8:00 and 9:00 a.m., Monday through Friday at either of the following numbers:

318 Turnersburg Highway; Statesville, North Carolina 28625-2798; 704-878-5305  
610 East Center Avenue; Mooresville, North Carolina 28115-2578; 704-664-5281

- Applications for a permit to operate at a temporary event are provided to the Event Coordinator by this department. The Event Coordinator will be responsible for providing applications to prospective food vendors. The organizer can pick up applications at our office, copy the one included in this packet, have them mailed, faxed or e-mailed.
- The Event Coordinator will be responsible for collecting applications from vendors and arranging a time to review them with Health Department, Food & Lodging staff.
- Applications will be approved or disapproved by the Health Department and notification made to the organizer.
- The \$75.00 fee must accompany each food vendor application.
- Festival Coordinators will continue to be responsible for contacting this office to provide site maps and other documentation showing the festival layout, booth locations, hours of operation and continuing sanitation evaluation.
- Food vendors participating in the festival must have a representative on site prior to the event opening. All equipment indicated on the approved application must be provided and properly positioned. **Individuals with improper equipment or who do not meet permitting requirements will not be issued a permit and will not be allowed to operate.** All food vendors must obtain a permit before processing or selling any food.
- The vendor will be expected to abide by all conditions identified on the approved application and the operational permit throughout the festival.



# IREDELL COUNTY HEALTH DEPARTMENT

<b>HEALTH DEPARTMENT USE ONLY</b>	
Date Received:	_____
Reviewed by:	_____
_____	Permit Required
_____	Exempt

## EVENT COORDINATOR APPLICATION

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **A separate Temporary Food Permit Application** for each vendor **must be received by the Iredell County Health Department, Division of Environmental Health at least 15 days prior to the event.** The event coordinator is responsible for submitting **all vendor applications** to the health dept. for review in the allotted time. A \$75 permit fee is required for each food vendor application submitted. Be sure to consult with Fire Marshal, etc. before your event. For more information, call 704-878-5305.

Mail applications to: Iredell County Health Department Division of Environmental Health  
318 Turnersburg Hwy  
Statesville NC 28625-2798

Fax: 704-871-3483

### Please Print

- Organizer Name: \_\_\_\_\_
- Address: \_\_\_\_\_  

Street Number and Name
City
State
Zip
- Organizer Phone: (8am-5pm) \_\_\_\_\_ Other: \_\_\_\_\_
- E-mail address: \_\_\_\_\_
- Name of event: \_\_\_\_\_
- Event location: \_\_\_\_\_
- Dates and times of event: \_\_\_\_\_
- On-site coordinator(s) contact information.

Name	Responsibility	Contact Number(s)	FAX/E-MAIL

- Number of people expected to attend (event total): \_\_\_\_\_
- Time of food booth set-up: \_\_\_\_\_
- Will the organizer be supplying water to the food booths?  Yes  No **Note: A food grade hose with vacuum breaker is required for all water connections.** If yes, what is the water source?  City/Public  Private Well  Other (explain) \_\_\_\_\_
- Will the organizer be supplying electricity to the food booths?  Yes  No  
If yes, describe: \_\_\_\_\_
- Will the organizer be supplying refrigeration equipment to the food booths?  Yes  No  
If yes, describe: \_\_\_\_\_
- Liquid waste/grease disposal method and schedules for pick-up (include copy of contract if service is outsourced): \_\_\_\_\_  
**Note: Grease and wastewater MUST NOT be poured out on the ground or into storm drains.**
- Garbage disposal method and schedules for pick-up: \_\_\_\_\_

