



IREDELL COUNTY HEALTH DEPARTMENT

Environmental Health Division

349 North Center Street • Statesville, North Carolina 28677 • 704-878-5305
610 East Center Avenue • Mooresville, North Carolina 28115 • 704-664-5281

Jane Murray, RN, MPH
Health Director

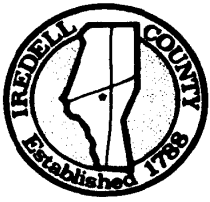
EVENT COORDINATOR RESPONSIBILITIES

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:

349 North Center Street; Statesville, North Carolina 28677; 704-878-5305
610 East Center Avenue; Mooresville, North Carolina 28115; 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

Environmental Health Division

349 North Center Street • Statesville, North Carolina 28677 • 704-878-5305
610 East Center Avenue • Mooresville, North Carolina 28115 • 704-664-5281

Jane Murray, RN, MPH
Health Director

TO: Event Coordinator

RE: Wastewater from Temporary Food Establishments / RV Units

In order for a temporary food establishment/stand ("temporary food stand" or "TFE") to qualify for a permit under the provisions of 15A NCAC 18A.2602 to operate in connection with a fair, carnival, circus, public exhibition or other similar gathering, it must meet the requirements of rule .2635. That rule requires that the establishment have running water [.2635(4)] and that sewage be disposed of in an approved manner [.2635(6)].

Discussions between the Division of Environmental Health, Division of Solid Waste Management and Division of Water Quality have led to recommendations for collection, treatment and disposal of wastewater generated by "TFE's" that are not connected to a wastewater treatment system permitted under rules of the Environmental Management Commission or the Commission of Health Services. The wastewater resulting from the operation of those "TFE's" may be collected by a septage hauler from holding tank(s) and transported to a publically owned treatment works (POTW) facility for treatment and disposal.

Approval of this manner of disposal requires:

- 1) A contract between the sponsor of the gathering and a hauler for the collection of the wastewater and its transport to a designated POTW, and
- 2) A written agreement from the owner of the POTW (or owner's representative) and the sponsor of the gathering that establishes the conditions under which the wastewater will be accepted, treated and disposed. Copies of the contract with the hauler and the written agreement with the POTW must be provided to the Local Health Department (LHD) prior to the permitting and inspection of the "TFS" to be operated at the subject gathering.

Wastewater from food facilities that are exempt from the restaurant rules and law (GS 130A-250(7)) should be handled the same as above.



IREDELL COUNTY HEALTH DEPARTMENT

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
349 North Center Street
Statesville NC 28677

Fax to: 704-871-3483

Please Print

1. Organizer Name: _____
2. Address: _____

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

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

9. Number of people expected to attend (event total): _____
10. Time of food booth set-up: _____
11. 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) _____
12. Will the organizer be supplying electricity to the food booths? Yes No
If yes, describe: _____
13. Will the organizer be supplying refrigeration equipment to the food booths? Yes No
If yes, describe: _____
14. 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.

