

DUPLIN COUNTY

Health Services

340 Seminary Street
PO Box 948
Kenansville, NC 28349



Main Office 910-296-2130
Environmental Health 910-296-2126
FAX 910-296-2166

Event Coordinator

Each special event involving food is unique. Due to the way the rules are written, some events and vendors may be exempt. It is in the best interest of the organizer, sponsor vendors and the public health that you contact the Health Department prior to any event involving food to determine what will be required.

Read these requirements carefully. You will note that they have some items listed that the organizer or sponsor must provide. However, the bulk of the requirements will have to be met by the individual vendor. It is the responsibility of the vendor to meet all these requirements before a permit can be issued. Denial of a permit will result in no sale of food and will mean the loss of revenue and possible loss of food product.

Also be aware of any legal problems that could result from selling food. Selling food without a permit at an event where a permit is required will result in legal action. Event sponsors/organizers and vendors will share responsibility if a foodborne illness occurs from food sold at the event.

- Applications for a permit to operate a temporary food service establishment are provided to the event organizer by this department. The event organizer is responsible for sending/providing applications to prospective food vendors. Organizers can pick up additional copies of the applications at our office.
- Applications will be approved or disapproved by the Health Department and notification made to the organizer. Comments indicating the reason for disapproval will be provided to the organizer and vendors. A vendor may modify their application and resubmit for approval or submit a new application if time permits.
- Organizers will be responsible for contacting this office to provide site maps and other documentation showing the festival layout, booth locations, hours of operations, and to provide parking and access passes for permitting and continuing sanitation evaluation.
- Food vendors participating in the festival must have a representative on-site when the Environmental Health Specialist arrives for permitting. All equipment indicated on the approved application must be provided and properly positioned.
- The vendor will be expected to abide by all conditions identified in the approved application and the operational permit throughout the event. Permits may be suspended or revoked for rule violation.
- Health Department staff may make unannounced visits to food service establishments during the event to ensure safe/sanitary food handling practices are being followed.
- Water must be obtained on-site from an approved source or brought in commercially packaged from a state or federally inspected source.

Thank you in advance for your cooperation.

COORDINATOR'S APPLICATION FOR A TEMPORARY FOOD EVENT

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 booth operator **must be received by the Duplin County Environmental Health fifteen (15) days prior to the event.** For more information call (910) 296-2126.

1) Name of Event _____

2) Date (s) of Event _____

3) Event Location _____

4) Name of event coordinator and responsible individuals:

Name	Address	Daytime/ Evening Phone	Fax/E-Mail

5) Number of anticipated food booths _____

6) Time of food booths set-up _____

7) Source of water supply _____

8) Liquid waste/grease disposal method and schedules for pick up

9) Garbage disposal method and schedules for pick up

10) Will equipment/utensil washing facilities be provided for booth operators? (yes/no) **If yes, describe.**

If not provided by event sponsor, these facilities will be required in each booth.

11) Will electricity be provided to the food booth? (yes/no) If yes, describe.

12) Estimated attendance _____

13) Will there be a petting zoo or pony rides? (yes/no) If yes, will temporary handwash facilities be provided? Describe.

14) Number of toilet facilities. _____ Type

15) Number of handwash facilities provided

16) Attach a list of proposed food vendors with name, address, and daytime phone number of each operator.

17) Complete the attached map showing the layout of food booths, grounds, toilet facilities etc.

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Duplin County Environmental Health Services may nullify approval.

Signature (s) _____

Date _____

Approval of these plans and specification by this department does not indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place and operations will be necessary to determine if it complies with the local and state laws governing food service establishments.

Regulatory Authority : APPROVAL _____ DATE _____

Permit Restrictions _____

Permit Effective Dates

DISAPPROVAL _____ DATE _____

Reason(s) for Disapproval

Reviewer Signature & Title

Date

Organizer Plan

In the following space, provide a map showing the layout of food booths, location of water supply, toilet facilities, any utensil washing facilities (if provided), and location of dumpsters, grease receptacles and other waste disposal

A large grid of dots arranged in 15 rows and 15 columns, intended for drawing a site layout. The dots are spaced evenly across the page to provide a guide for the organizer plan.