



## TEMPORARY FOOD EVENT (TFE) COORDINATOR INFORMATION AND APPLICATION

### INSTRUCTIONS AND INFORMATION FOR TFE COORDINATORS

1. TFE vendor obtains TFE application packet from event coordinator or Health Department.
2. Coordinator is responsible for making sure vendors review TFE requirements, complete, and submit vendor applications.
3. The completed coordinator application is submitted to the Environmental Health Office **at least thirty (30) calendar days before the event.**
4. The completed vendor application, commissary agreement is submitted to the Environmental Health Office **at least fifteen (15) calendar days before the event.**
5. Must include a list of food vendors participating in the event; can add or remove vendors before 15 day cut off until the event.
6. The TFE vendor will receive an inspection on the day of the event from an Environmental Health Specialist. Vendors who meet the requirements will be issued a permit.

#### Submit the completed application to:

- Human Services Building
- Environmental Health Division second floor
- 414 East Main Street
- Durham, North Carolina 27701
- Email: [healthinspector@dconc.gov](mailto:healthinspector@dconc.gov)
- Fax: (919) 560-7830
- Call (919) 560-7800

**No food preparation or food sales shall occur before the permit is issued.**



Date Received: (office use only);

## Temporary Food Event Coordinator Application

NC Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 defines a temporary food establishment as "a food establishment that operates for a period of time not to exceed 30 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition."

**This application must be submitted at least 30 calendar days before the event, or the application will be denied.** Coordinator must fill out and return all pages of this application, including a diagram depicting the layout of the event space. A fee of \$75 must be paid by each food vendor to the health department for review/pre-approval.

### Event Information

1) Name of Event:							
2) Event Address				City	State	Zip	
Event Date / Time		Begin Date:	End Date:				
		Begin Time:	End Time:				

Event coordinator (s) name (s) and contact information (this is for contact before and during event)

	Name	Phone number	Email
a.			
b.			

Coordinators' Address	City:	State:	Zip:
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Day & time vendors are allowed for event set-up:

Number of Anticipated Food Vendors: **Attach list. Note: food trucks must provide copy of food permit**

Time food vendors will be ready for DCPH permitting:

Water source for Food Vendors (Mark box which applies for all food vendors)

- Public Water Supplied by Coordinator
  Water Supplied by Vendor  
 On-site Private Well (testing required by DCPH)
  Other:

Check the following items which the coordinator will provide for the food vendors

<input type="checkbox"/> Electricity	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Toilet Facilities	<input type="checkbox"/> Drinking Water Hose (s)
<input type="checkbox"/> Garbage Pick-up	<input type="checkbox"/> Grease Disposal	<input type="checkbox"/> Wastewater Disposal	<input type="checkbox"/> Other:

Contact Name:	
Best Contact Number:	



**Return the completed TFE Coordinator application to Environmental Health at least thirty (30) calendar days prior to the event. The coordinator application package must include the following;**

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event.

**An event map identifying the locations of:**

- **The individual food vendor(s)**
- **Location(s) of restrooms or port-a-johns**
- **Locations of waste disposal facilities (liquid wastes, garbage, and grease)**
  - **Required for multi-day events**
- **Location(s) of dumpsters**
- **Location of vendor(s) water supply (required for multi-day events)**
- **Includes a list of all food vendors who will be participating.**
- **Supplemental list of event site coordinators (if different than those listed above)**

**Event Coordinator Responsibilities:**

- I hereby certify that the above information is correct, and
- I fully understand that any change from the above without prior permission from Durham County Environmental Health may prevent final approval and prevent issuance of permits to participating food vendors.
- I understand that a pre-opening inspection of each food vendor is required and, if the food vendor is not in compliance with 15A NCAC 18A .2665 - .2669, a temporary food establishment permit will not be issued.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, and local).

Coordinator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return application and documentation to Durham County Environmental Health 30 calendar days before the event.***

