



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

### INSTRUCTIONS AND INFORMATION FOR TFE COORDINATORS

- The completed coordinator application must be submitted to the Environmental Health Office **at least thirty (30) calendar days prior to the event.**
- The application must include a map or drawing of the event area and a list of food vendors participating in the event (vendors requiring a TFE permit can be added or removed up to 15 days prior to the event).
- In addition to this Coordinator Application, a TFE Vendor Application must be completed by each food vendor required to obtain a permit from this Department.
- Coordinator is responsible for making sure vendors review TFE requirements and fully complete the application packets.
- DCo EH will work with coordinators to ensure all information is correct and complete during this process.
- All completed TFE vendor application packets (including commissary agreement, if applicable) must be submitted to the Environmental Health Office by the event coordinator **at least fifteen (15) calendar days before the event.**
- Required TFE Vendor Fees must be received at least fifteen (15) calendar days prior to the event.
- Fees can be paid by the coordinator or by each vendor directly to our office.
- 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. Once Durham County Environmental Health has reviewed the vendor and coordinator application, a permitting inspection time will be set. **Vendor failure to be ready 30 minutes past set inspection time may result in permit not being issued.**

#### Submit the completed application to:

- Human Services Building
- Environmental Health Division second floor
- 414 East Main Street
- Durham, North Carolina 27701
- Email: [TFEpermits@dconc.gov](mailto:TFEpermits@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:	am / pm	End Time:	am / pm		

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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Date/time food vendor(s) will be allowed on site for setup:

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

Will event be providing the following for food vendors? Please answer accurately. Information is given to vendors based on answers provided:

Potable (drinking) water?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and source (utility company documentation required, submit with application)
Electricity?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Mechanical refrigeration?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and type:
Grey wastewater (handwash/utensil sink disposal)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and type:
Garbage disposal?	<input type="checkbox"/> No <input type="checkbox"/> Yes, frequency of pick up:
Tents?	<input type="checkbox"/> No <input type="checkbox"/> Yes, size and type:
Toilets?	<input type="checkbox"/> No <input type="checkbox"/> Yes, type:





**LIST ALL FOOD VENDORS** Include vendors selling items that are exempt from our regulation (popcorn, cotton candy, packaged chips, etc.), non-profits, permitted Mobile Food Units (MFU) and Pushcarts (PCU) and vendors giving away food samples. Attach additional sheets if needed.

NAME OF VENDOR	OWNER/OPERATOR NAME	PHONE NUMBER(S) AND E-MAIL	MENU ITEMS APPROVED BY COORDINATOR	Exempt Items or Non-Profit	MFU or PCU

**DRAW THE EVENT AREA** including vendor location, approved potable water supplies, wastewater disposal sites, toilet facilities, and garbage disposal site(s). **OR** attach your event map with the aforementioned items labeled.





**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:**

**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 water supply**
  - **Required for multi-day events**
- **Supplemental list of event site coordinators (if different than those listed above)**

**Event Coordinator Responsibilities:**

- I hereby certify that the above information is complete and accurate.
- I 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.
- The Temporary Event Coordinator Application must be received by DCoEH at least fifteen (15) calendar days prior to the event, or the application shall be denied.
- A pre-opening inspection (with electricity and equipment in place) of each temporary food vendor will be required before a permit can be issued.
- Food/drink that is prepared before permitting (without prior approval from DCoEH) may result in disposal or embargo of the food/drink.
- 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.***

