



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
- 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: _____

Print Name: _____

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

