



Environmental Health Section | 118 Hamby Road Dobson, NC 27017 | 336.401.8325

To all event organizers and food vendors at special events:

Each special event involving food is unique. Our current rules exempt some events and/or food vendors. It is in the best interest of the organizer, food vendors, and public health that you contact the Health Department, Fire Marshal, etc. prior to any event involving food to determine what will be required. See below for more information on the non-profit exemption.

***Exemption:*** *Nonprofit organizations, organizations that are exempt from federal income tax or political committees may prepare and sell food one time per month as long as they do not exceed two consecutive days. If you are claiming an exemption as one of these groups, please provide a copy of the letter of declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to conduct the event. If you qualify for the exemption, please fill out and return the Temporary Food Establishment Food Vendor Application to the Event Organizer along with the letter of declaration. Please call the Health Department for exemption approval before submitting paperwork to the Event Organizer.*

The following pages list Health Department permitting requirements and application(s) for temporary food establishments. If an event or food vendor is exempted from the rules, we recommend these requirements be met for the health and safety of the public.

**Event organizers** must fill out the “Event Organizer” application and gather all applications and payments from the food vendors. Applications must be submitted to the Health Department at least 15 days prior to the event.

**Food vendors** must fill out and submit to the organizer the “Temporary Food Establishment Food Vendor” application, service invoice, and include a \$75.00 check or money order payable to SCHNC. **Permits will not be issued if payment is not received.** Please check with the event organizer to make sure applications have been received by the Health Department **15 days prior to the event.** It is the responsibility of the food vendor to meet all the 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.

Please be aware of any legal problems that could result from selling and/or preparing food before a permit has been issued. Selling food without a permit, if required, will result in a cease order being issued and possible legal action. Event organizers and food vendors will share responsibility if a foodborne illness occurs from food sold at the event. You may obtain a copy of the Rules Governing the Food Protection and Sanitation of Food Establishments at [http://surry.com/data/15A\\_NCAC\\_18A\\_2600\\_FINAL.pdf](http://surry.com/data/15A_NCAC_18A_2600_FINAL.pdf). You may view or print a copy of the NC Food Code at [http://surry.com/data/NC\\_Food\\_Code\\_Manual\\_2009\\_FINAL.pdf](http://surry.com/data/NC_Food_Code_Manual_2009_FINAL.pdf). Thank you in advance for your cooperation and good luck with your event!

Visit us at: [www.surry.com](http://www.surry.com)

# SURRY COUNTY HEALTH & NUTRITION CENTER

## Temporary Food Establishment (TFE) Event Organizer Application

Applications may be mailed to Surry County Health and Nutrition Center: Environmental Health at 118 Hamby Road Dobson, NC 27017.

**\*\*Please Note: A fee of \$75.00 is required for each food service permit and must be paid with the submission of each Food Vendor Application.**

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during an event. A separate **Temporary Food Permit Vendor Application for each vendor must be received by Surry County Environmental Health at least 15 days prior to the event.** The event organizer is responsible for submitting all vendor applications to the Health Department for review in the allotted time. For more information, please call (336) 401-8325.

Organizer Name: \_\_\_\_\_

Organizer Address: \_\_\_\_\_  
Street Number and Name/PO Box City State Zip

Organizer Telephone (8AM-5PM): \_\_\_\_\_ (Evening): \_\_\_\_\_ Organizer Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Event Hours: \_\_\_\_\_

On-site Event Coordinator's Telephone (8AM-5 PM): \_\_\_\_\_ (Evening): \_\_\_\_\_

On-site Event Coordinator's Email: \_\_\_\_\_

Number of people expected to attend (event total): \_\_\_\_\_

Number of anticipated food booths: \_\_\_\_\_

Time of food booth set up: \_\_\_\_\_

Will the organizer be supplying water to the food booths?  Yes  No

Note: A food grade hose and backflow prevention is required for all water connections

If yes, check the box that best describes the source of water for food booths:

- Public water supplied by organizer  Water supplied by food vendor  
 On-site private well (Pre-approval from Health Department required)  Bottled Water

Please indicate liquid waste/grease disposal that will be provided for food vendors (please check all that apply):

Garbage:

Waste Cans  Dumpster  Carry off-site  Other: \_\_\_\_\_

Wastewater:

Portable toilet  Gray water bin  Carry off-site  Other: \_\_\_\_\_

Grease:

Event grease receptacle  Carry off-site  Other: \_\_\_\_\_  N/A

Note: Grease and wastewater MUST NOT be poured on the ground or into storm drains. Grease shall not be disposed in the portable toilets.

Will the organizer supply electricity to the food booths?  Yes  No

Will the organizer supply refrigeration to the food booths?  Yes  No

If yes, describe: \_\_\_\_\_

Number of toilet facilities provided: \_\_\_\_\_ Type: \_\_\_\_\_

If portable toilets are used, will the organizer provide handwashing facilities adjacent to the toilets for the public?  Yes  No

If yes, how many handwashes provided? \_\_\_\_\_

Will there be a petting zoo or pony rides?  Yes  No


If yes, will handwashing facilities be provided?  Yes  No Describe: \_\_\_\_\_

Will there be a temporary display spa set up at the event?  Yes  No

If yes, please provide the information in the vendor information sheet on page 4 and request an application from the Health Department.

**\*\*Please attach a map of the event grounds showing the location for each food and display spa vendor, toilet and handwashing facilities, water connections, and grease and wastewater disposal. Also, the vendor information sheet on page 4 must be completed in full.**

*I certify that the information in this application is complete and accurate, and I fully understand that any deviation from the above without prior permission from Surry County Environmental Health may nullify final approval and prevent issuance of permits to participating vendors. I understand that a pre-opening inspection and permit is required for each food vendor and if the food vendor is not in compliance with 15A NCAC 18A .2665 a temporary food establishment permit will not be issued.*

 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only</b>	
Reviewer Signature: _____	Date: _____
Comments: _____	

# VENDOR INFORMATION SHEET

Vendor Business Name	Permitted Mobile Food Unit? Y/N--If Yes, list County permitted	Contact Name	Vendor Phone	Menu Items to be Sold at the Event

**\*\*If more space is needed, please include in packet on a separate sheet.**