



Wilson County Health Department

1801 Glendale Drive SW • Wilson, NC 27893-4401 • Phone 252.237.3141

EVENT ORGANIZER APPLICATION

This application shall be completed and submitted to the Wilson County Health Department (WCHD) to provide information about all food preparation and sales to the public at any public event or exhibition within Wilson County. A Temporary Food Establishment Permit (TFE) permit is required to sell food or drink at a special event. *The permit is issued in conjunction with a fair, carnival, circus, public exhibition, or other similar gathering.* In addition to this organizer application, a separate Food Vendor Application shall be submitted by each food service vendor participating in the event or exhibition. This application shall be submitted with a map of the event site indicating the location of all the food booths.

Please Note:

- This application, map, and Food Vendor Application(s) shall be submitted no later than 30 days prior to the event.
- A fee of \$75.00 will be required for each food service permit and shall be paid with the submission of each Food Vendor Application.
- Food Vendor Applications will not be processed until the Event Organizer Application is received.

1. Name of Event: _____

2. Address of Event: _____

3. Event Date(s): _____

4. Organizer Name: _____ Organizer Cell #: _____

5. Organizer Email: _____

6. Anticipated Number of Food Booths/Tents: _____

7. Anticipated number of Permitted Mobile Food Units (MFU): _____

MFUs will need to supply a copy of permit and most recent inspection if outside Wilson Co.

8. If a multi-day event, will MFUs be allowed to return to their commissary at the end of each day?

Yes

No

If no, they must receive a TFE permit if event is over 2 days.

9. Will there be any Non-profit/Exempt food vendors? Yes No

10. Date/Time when Food Booth(s) will be ready for WCHD permitting: _____

11. Source of Water for Food Booth(s) *Check one*

Public Water Supplied by Organizer

Water Supplied by Food Vendor

On-site Private Well

Other: _____

(Requires testing by WCHD prior to event or backup water supply source)

12. Check the following items supplied for the food booth(s) by the organizer:

Electricity

Refrigeration

Toilet Facilities

Drinking Water Hose(s)

Recycling

Garbage Pick-up

Grease Disposal

Wastewater Disposal

13. Will the event include a petting zoo and/or pony rides? Yes* No

*If yes, how many hand wash facilities will be available? _____

14. Number of toilet facilities provided: _____ Type: _____



Wilson County Health Department



Organizer Responsibilities:

- Ensure vendors are set up at scheduled permitting time.
- Event Coordinator or a representative available for permitting walk through assistance with Health Department the day of event.
- Ensure each vendor’s TFE permit remains secure, posted, and visible to the public during event operating hours.
- **NO** unpermitted food vendors (including those applying for a permit for this event) can begin any food preparation, food handling or food sales PRIOR TO or BEFORE being inspected by Wilson County Environmental Health Staff and receiving a TFE permit

List all participating vendors (including MFUs & Non-Profits) below <i>(use additional pages as needed)</i>			
Name of Vendor/Booth	Owner/Operator	Phone #/Email	General Menu
Ex: John's Snow Cones	John Doe	123-45678 John123@mail.com	Snow cones, ice cream

I certify that the information in this application is complete and accurate. I understand that any changes to my operation shall be submitted to Wilson County Health Department for review and approval prior to the day of the event. 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 .2635, a temporary food establishment permit will not be issued.

Organizer Signature: _____ Date: _____

Office Use Only
EHS: _____ Date of submittal: _____
Comments: