

**EVENT ORGANIZER APPLICATION**

**The Event Organizer Application and all Temporary Food Event (TFE) Applications must be submitted 15 calendar days prior to the event.** It is the Event Coordinator's responsibility to ensure all TFE vendor applications are completed before submitting to Union County Environmental Health. Fees can be submitted by the Coordinator or by each vendor directly to Union County Building Code Enforcement [[ucinspection@unioncountync.gov](mailto:ucinspection@unioncountync.gov)].

**Organizer Information**

Organizer Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (8am-5pm): (\_\_\_\_) \_\_\_\_\_ After 5pm): (\_\_\_\_) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Event Information**

Name of event: \_\_\_\_\_  
 Event Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Parcel ID Number: \_\_\_\_\_

Dates and hours of operation:

Event Date(s):	to	Hour(s):	to
Rain Date(s):	to		

Admission Charged: Yes  No

Will event last for at least 6 consecutive hours? Yes  No

Maximum Attendance: \_\_\_\_\_

Will the sewage disposal be: (Check one that applies) Municipal (public)  Septic system  Portable Toilets   
 Is there a septic system on the property Yes  No  Will the system be used for the Event Yes  No

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

If yes, what is the water source?  City/Public  Private Well  
 Note: A food grade hose is required for all water connections.

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

**Attach a map of the event grounds showing the location for each food booth, toilet facilities, water connections, existing septic systems, well on property, and parking, etc.**





# Temporary Food Establishment

All "Temporary Food Establishment" (TFE) vendors shall submit applications to the event coordinator. **Event Coordinators will collect applications and submit all applications to Union County Permit Center.**

A TFE permit is required to sell food or drink at a special event. This permit is issued in conjunction with a fair, carnival, circus, public exhibition or other similar gathering that operates for a period of 21 days or less.

Vendors who sell only dipped ice cream, shaved ice, popcorn, candied apples, cotton candy, funnel cakes, doughnuts, peanuts and commercially prepackaged chips and candy do not have to get an operational permit from this Department; however, vendors should contact the NC Department of Agriculture at 919-733-7366 to determine if a permit is needed from them.

There is a \$75 fee for each TFE permit issued. How can I make a payment?

**Coordinator applications, vendor applications and vendor fees must be received by Union County Permit Center at least 15 calendar days prior to the event for consideration.** Each question must be answered or the application will be returned.

## **As the event coordinator it is your responsibility to:**

- Complete and submit the Temporary Food Establishment Coordinator Application
- List all food vendors, including those giving samples away, food trucks, and non-profits. Submit map showing the location of all food vendors, water connection, grey water tanks, grease disposal, etc.
- Collect ALL the Temporary Food Establishment applications. Payments can be submitted by you, or each vendor can arrange payment after applications are received.
- Collect all non-profit exemption forms (if needed)
- Submit all TFE applications to Union County Permit Center well in advance of the 15-day deadline.

**Complete application packets may be submitted to:  
Union County Permit Center 500 N. Main Street, Monroe NC 28112  
or emailed to [ucinspection@unioncountync.gov](mailto:ucinspection@unioncountync.gov)**

