



Union County Public Health Division

Environmental Health Section

500 N. Main St. Suite 47

Monroe, NC 28112

EVENT ORGANIZER APPLICATION

The Event Organizer Application is to be submitted 45 calendar days prior to the event. It is the Event Coordinator’s responsibility to ensure all TEMPORARY FOOD EVENT (TFE) vendor applications are completed before submitting to Union County Environmental Health. **Required TFE Vendor Fees must be received by Union County Environmental Health at least fifteen (15) calendar days prior to the event.** Fees can be submitted by the Coordinator or by each vendor directly to Union County Environmental Health.

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.

