



## Cleveland County NORTH CAROLINA

### **Temporary Event Coordinator Application** **(SUBMIT 30 DAYS PRIOR TO EVENT)**

This application must be completed and submitted to Cleveland County Environmental Health to provide information about **ALL** food preparation and/or sales to the public at any public event or exhibition within Cleveland County by the organizer. **Each food vendor/booth MUST complete a separate Temporary Food Establishment (TFE) Application which must be received by the Cleveland County Health Department with a payment of \$75 no less than 15 days prior to the event.** Some food vendors may be exempt, and payment may not be required, but **ALL** food vendors **MUST** complete a TFE application form.

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

Event Location Address: \_\_\_\_\_

Event Date(s) and Time(s): \_\_\_\_\_

Rain or shine event? ☐ yes, ☐ no, or alternative date: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Name of Event Coordinator(s) and contact information prior and during the event:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Check the following for the water source for food vendors:

- |  |  |
|--|--|
| <input type="checkbox"/> Public Water Taps accessible for all food vendors | <input type="checkbox"/> On-Site Private Water Supply              |
| <input type="checkbox"/> Public Water for food vendors by fill-up only     | <input type="checkbox"/> Food vendors must provide their own water |

Check the following items supplied for the food vendors by the Event Sponsor:

- |                                      |  |  |  |
|--------------------------------------|--|--|--|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Refrigeration   | <input type="checkbox"/> Toilet Facilities | <input type="checkbox"/> Drinking Water Taps |
| <input type="checkbox"/> Recycling   | <input type="checkbox"/> Garbage Pick-Up | <input type="checkbox"/> Grease Disposal   | <input type="checkbox"/> Wastewater disposal |

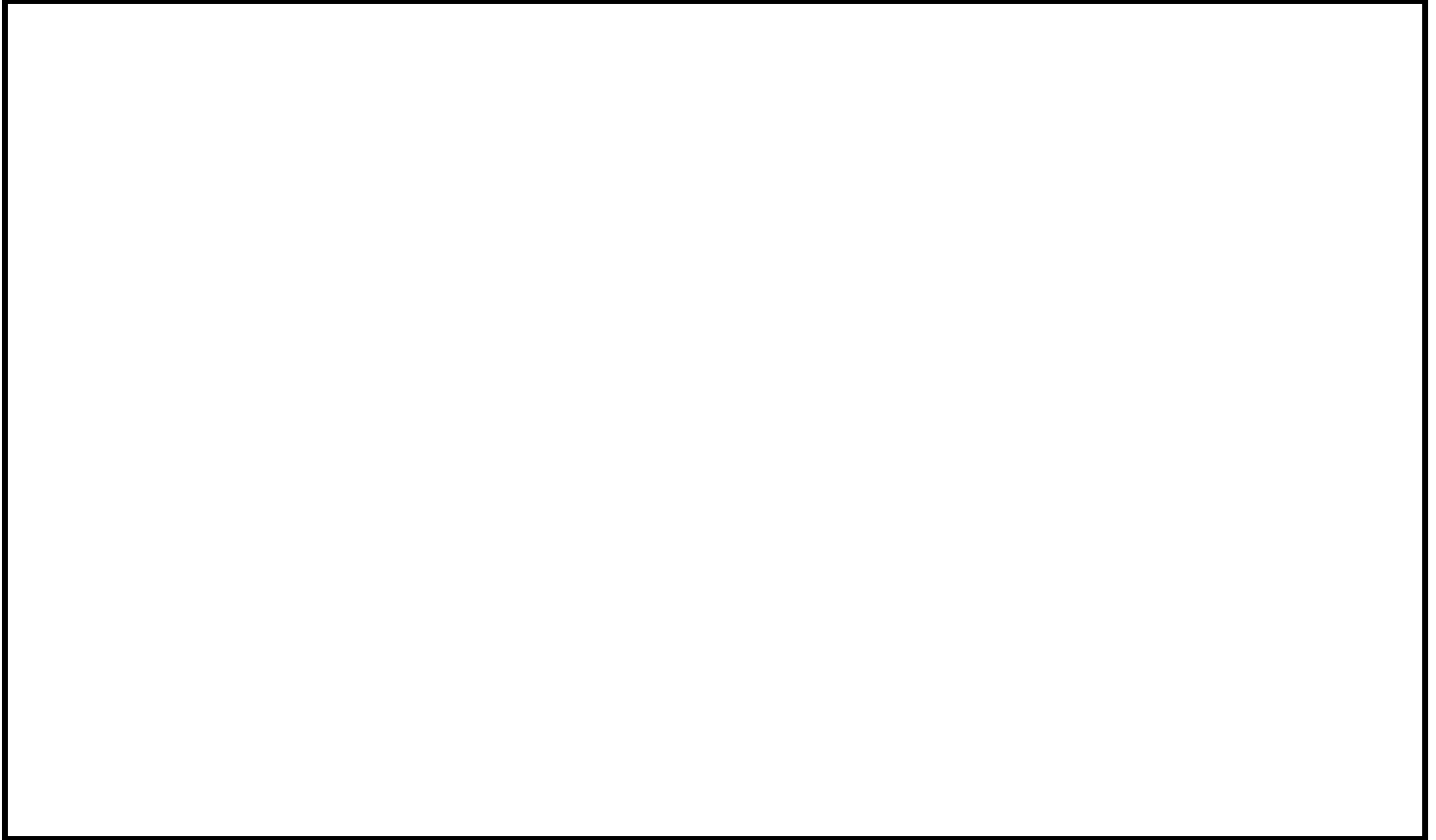
Will the event include a petting zoo or animal rides? ☐ Yes ☐ No

If so, are you providing hand washing station(s)? ☐ Yes ☐ No

Will the event include spas/hot tubs operating for display? ☐ Yes ☐ No

Complete **a list of all food vendors** that will be participating using the chart on **Page 3** of this application.

Please provide a drawing of the layout of the event area including vendor locations, water connections, toilet facilities, wastewater disposal sites, garbage disposal sites, hand wash facilities, and parking. If you already have a sketch on other paper, please submit a copy.



Temporary Food Establishment (TFE) applications and other information are available on the Cleveland County Health Department website. All TFE applications and fees must be submitted to the Cleveland County Permits Office at 1333 Fallston Road in Shelby **no less than 15 DAYS** prior to the event. If you have questions, please call the office at 980-484-5130.

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Event Coordinator Signature

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Date Application Submitted

**Applications can be submitted in person or by mail to:**

Cleveland County Permits Office  
1333 Fallston Road  
Shelby, NC 28150

\*\*\* Please call 980-484-4779 to arrange for submission of this application\*\*\*

| Name of Food Vendor/Booth  | Owner/Operator | Mailing Address                    | Phone #/Email                | Claiming Nonprofit Corporation Exemption (Yes or No) | Operating under only *NCDA regulated foods (Yes or No) | Operating as a NC permitted **MFU or Pushcart (Yes or No) | Menu Items                 |
|----------------------------|----------------|------------------------------------|------------------------------|--|--|---|----------------------------|
| EXAMPLE<br>John Doe's Eats | John Doe       | Street address<br>City, State, Zip | 485-555-0000<br>jd@gmail.com | No   | No   | No  | Hotdogs, fries, sandwiches |
|                            |                |                                    |                              |  |  |   |                            |
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|                            |                |                                    |                              |  |  |   |                            |

*Note: Exemption claims including a nonprofit corporation exemption, operating under only NCDA regulated foods or operating as a NC permitted MFU or Pushcart are subject to review by this department. NC permitted MFU's & Pushcarts are required to report to their permitted commissary daily.*

**\*\*MFU-Mobile Food Unit \*NCDA-North Carolina Department of Agriculture**