



Cleveland County  
NORTH CAROLINA

**Temporary Event Coordinator Application**  
**(SUBMIT 21 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. Some vendors are exempt and payment may not be required, but all vendors MUST complete an application form. **A separate Temporary Food Establishment Application for each booth must be received by the Health Department with a payment of \$75 no less than 15 days prior to the event.**

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 #

Check the following for water source for Food Vendors:

Public Water Taps accessible for all food vendors ( ) On-Site Private Water Supply ( )

Public Water for Food Booths by fill-up only( ) Vendors must provide their own water ( )

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

- ( ) Electricity                      ( ) Refrigeration                      ( ) Toilet Facilities                      ( ) Drinking Water Taps
- ( ) Recycling                      ( ) Garbage Pick-Up                      ( ) Grease Disposal                      ( ) Waste Water disposal

Will the event include a petting zoo or animal rides? \_\_\_\_\_

If so, are you providing hand washing station(s)? ( ) yes ( ) no

List all food vendors that will be participating. (If you need additional space, you may attach a separate sheet of paper listing food vendors.)

Name of Booth	Owner/ Operator	Mailing Address	Phone #s/email	Foods
EXAMPLE John Doe's Eats	John Doe	Street address City, State, Zip	485-555-0000 jd@yahoo.com	Hotdogs, fries, sandwiches

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 is available on the 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

Date Application Submitted

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

Cleveland County Permits Office  
1333 Fallston Road  
Shelby, NC 28150