



Event Organizer Registration Application

This application must be submitted at least **30 days prior to the event**

Event Name: _____

Event Address: _____

Date(s) of Event: _____ Event Hours: _____

Person(s) in Charge of Event (PIC): _____

PIC Phone Number: _____ E-Mail: _____

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Food Service start and end times: _____ Number of people expected daily: _____

Number of Food Establishments/Vendors at the Event: _____

Will food vendors have varying service times? YES NO *If yes, note on vendor list*

Will this event be reoccurring? YES NO If yes, how often? Weekly Monthly Annually

**Organizers should provide basic sanitation for event attendees during the event including:
adequate toilets, hand washing, and garbage and refuse containers.**

Will water be provided for food vendors? YES NO Vendor told to bring water

If water is to be provided, what is the approved source? Private Well Public Water Supply*

*If using a hydrant meter, you must contact the local utility to flush the line and place a meter prior to the event. Food grade hoses and splitters must be used.

Will gray water disposal be provided for food vendors? YES NO

If yes, indicate location: _____

The final vendor list must be submitted at least 15 business days prior to the event. See page two (2) for vendor information.

PIC Signature: _____ Date: _____

