

DEPARTMENT OF HEALTH



WAYNE COUNTY
NORTH CAROLINA

Ph: (919) 731-1000
Fax (919) 731-1232

EVENT ORGANIZER APPLICATION

**Complete this application and return to
Wayne County Environmental Health office
at least 20 days prior to the event start date**

1. Organizer Name: _____
2. Complete Address: _____
3. Organizer Phone (8am-5pm): _____ Cell Number: _____
4. Email Address: _____
5. Name of Event: _____
6. Event Location: _____
7. Dates and times of event: _____
8. On-site coordinator(s) contact information:

<u>Name</u>	<u>Responsibility</u>	<u>Contact Number(s)</u>

9. Total number of vendors expected: _____

10. Number of :

Food Tents _____

Food Booths _____

Mobile Food Units(MFU's) _____

Push Carts(PC's) _____



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301 NORTH HERMAN STREET
BOX CC
GOLDSBORO, NC 27530

11. Will the organizer be supplying water to food booths and food tents? Yes No

If yes, what is the source of water? _____

12. Will the organizer be supplying electricity to the food booths and tents? Yes No

If yes, describe: _____

13. Describe liquid waste/grease disposal method and schedules for pick-up

14. Describe garbage disposal method and schedules for pick-up

15. Number of toilet facilities provided? _____ Type: _____

16. Number of handwashing facilities provided? _____

17. Attach a list of proposed food vendors with name, address and daytime phone number for each operator.

18. Time of food vendor arrival and set-up: _____

NOTE: Vendors must arrive no later than the designated set-up time as agreed upon by you, the organizer, and the Environmental Health Specialists. Environmental Health Specialist cannot be delayed by late vendor arrivals.

Please notify vendors that late arrivals will not be permitted to sell food requiring a Health Department permit.



Signature of Organizer: _____

Print Name: _____

Date: _____



Event Organizer applications can be:

Hand-delivered to:
134 North John Street
Goldsboro, NC 27530

or

Mailed to:
301 North Herman St, Box CC
Goldsboro, NC 27530

Or faxed to: 919-705-1815