

## Temporary Food Stand Information and Application Packet

Each special event involving food is unique. Planning in advance is crucial to a successful event. It is in everybody's interest that food sales are handled responsibly in order to protect the health of the public. It is necessary that you contact the Alamance County Health Department in advance of any event involving food to determine what will be required. Please be aware that selling food without a permit at an event where a permit is required will result in a cease order being issued and possible legal action. Event sponsors, organizers, coordinators and vendors may share responsibility if a foodborne illness occurs from food sold at the event.

**Exemption:** *Nonprofit organizations, organizations that are exempt from federal income tax or political committees may prepare and sell food one time per month without obtaining a permit. For those claiming an exemption, an "Application for Exemption from a Food Service Permit" will need to be completed and submitted along with proof such as a copy of the 501c3 letter of declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing the event.*

*Mobile food units and pushcarts that are already permitted by a Health Department may not be required to obtain a temporary food establishment permit. A copy of the permit must be submitted.*

**Event Organizers** will need to:

- Completely fill out the Event Organizers Application and submit it along with the site plan to Alamance County Environmental Health

**Individual Vendors** will need to:

- Completely fill out the Temporary Food Vendor Application and submit it along with the menu, booth set up diagram, and \$75.00 fee to Alamance County Environmental Health at least 15 days prior to the event.

On page 10-12, you will find a list of Temporary Food Establishment requirements from "Rules Governing the Food Protection and Sanitation of Food Establishments", 15A NCAC 18A .2600. The .2600 Rules reference the North Carolina Food Code Manual. You may obtain a copy of the North Carolina Food Code Manual at:

<http://www.alamance-nc.com/envhealth/wp-content/uploads/sites/9/2013/10/NC-FoodCodeManual-2009-FINAL.pdf>

<http://www.alamance-nc.com/envhealth/wp-content/uploads/sites/9/2013/10/Food-Protection-Rules.pdf>

It is the responsibility of the vendor to meet all these requirements before the event. Denial of a permit will prevent that vendor from participating in the event meaning a loss of revenue and possible disposal of the food product.

Thank you in advance for your cooperation and good luck with your event!

## EVENT ORGANIZER APPLICATION

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. A separate Temporary Food Permit Application for each vendor must be received by the Alamance County Health Department, Division of Environmental Health at least 15 days prior to the event.

Mail applications to: Alamance County Health Department                      Phone: 336-570-6367  
 Environmental Health Division    Fax: 336-570-6362  
 209 N Graham- Hopedale Rd.  
 Burlington, NC 27217

Email applications to: [EH.admin@alamance-nc.com](mailto:EH.admin@alamance-nc.com)

**Please Print**

1. Organizer Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

Street Number and Name                      City                      State                      Zip

3. Organizer Phone: (8am-5pm) \_\_\_\_\_ Email: \_\_\_\_\_

4. Name of event: \_\_\_\_\_

5. Event location: \_\_\_\_\_

Street                      City                      Zip Code

6. Dates and times of event: \_\_\_\_\_

7. On-site coordinator(s) contact information

Name	Responsibility	Contact Number(s)	FAX/E-mail

8. Number of people expected to attend (event total): \_\_\_\_\_

9. Number of anticipated food booths: \_\_\_\_\_

10. Time of food booth set-up each day: \_\_\_\_\_

11. Will the organizer be supplying water to the food booths?  Yes  No **Note: A food grade hose is required for all water connections.** If yes, what is the water source?  City/Public  Private Well  Other (explain) \_\_\_\_\_

12. Liquid waste/grease disposal method and schedules for pick-up (include business name if service is contracted): \_\_\_\_\_

**Note: Grease and wastewater MUST NOT be poured out on the ground or into storm drains.**

13. Garbage disposal method and schedules for pick-up: \_\_\_\_\_

14. Will the organizer be supplying electricity to the food booths?  Yes  No  
If yes, describe: \_\_\_\_\_

15. Will the organizer be supplying refrigeration equipment for the food booths?  Yes  No  
If yes, describe: \_\_\_\_\_

16. Number of toilet facilities provided: \_\_\_\_\_ Type: \_\_\_\_\_

If portable toilets are used, how often will they be serviced? \_\_\_\_\_

Will handwashing facilities be provided adjacent to the toilets? \_\_\_\_\_ How many? \_\_\_\_\_

17. Will there be a petting zoo or pony rides?  Yes  No If yes, you must provide public hand washing facilities.

**18. Attach a map of the event grounds showing the location for each food booth, toilet facilities, garbage disposal, water connections, etc.** See next page for an example site plan.

20. Please list **ALL participating FOOD VENDOR INFORMATION** below. Use additional pages as needed.

Name of Booth	Owner/Operator	Phone Number(s) email	General Menu
Doe's Sausage Dogs	John Doe	919-555-0000 jdoe@hotmail.com	Funnel Cakes, blooming onions, Italian sausage, onions, peppers

Name of Booth	Owner/Operator	Phone Number(s) email	General Menu

I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Alamance County Environmental Health may nullify final approval and prevent issuance of permits to the participating food vendors. I understand that a per-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2665-.2669 a temporary food establishment permit will not be issued.

Print name

Signature

date

### Example of Event Coordinators Site Plan

The site plan should include:

- Location of each food vendor
- Location of toilet facilities
- Water source
- Wastewater storage or disposal
- Trash and recycling centers
- Hand wash facilities

