



# Gloucester County Temporary Event Coordinator Application

**This application must be completed and submitted to Gloucester County Health Department (GCHD) by the Event Coordinator. The purpose of this application is to provide vital information about all food preparation and sales to the consumer at any festival, carnival, fair, circus or public exhibition within Gloucester County. In addition to this Coordinator Application, a Temporary Food Establishment (TFE) Vendor Application must be completed and submitted by each food vendor who is required to obtain a permit from this Department. The Gloucester County Temporary Event Coordinator Application, all TFE Vendor Application(s) and required TFE Vendor Fee(s) must be received by GCHD at least fifteen (15) calendar days prior to the event in order to be considered.**

Submittal Date: \_\_\_\_\_

1. Event Name: \_\_\_\_\_

2. Event Date(s): \_\_\_\_\_ to \_\_\_\_\_ Hour(s): \_\_\_\_\_ to \_\_\_\_\_

Rain Date(s): \_\_\_\_\_ to \_\_\_\_\_

3. Event Location & Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Directions to event from downtown Raleigh: \_\_\_\_\_

5. Event coordinator(s) name(s) and contacted information (contact information for *before and during* the event):

Name

Phone number(s)

E-mail Address

a. \_\_\_\_\_

b. \_\_\_\_\_

6. Coordinator Address:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

7. Number of anticipated temporary food vendors: \_\_\_\_\_

8. Date/time food vendor(s) will be allowed on site for setup: \_\_\_\_\_

9. Will event be providing the following for food vendors:

Potable (drinking) water?

☐ No

☐ Yes, location and source (utility company documentation required)

Electricity?

☐ No

☐ Yes

Mechanical refrigeration?

☐ No

☐ Yes, location and type: \_\_\_\_\_

Grey wastewater (handwash/utensil sink disposal)?

☐ No

☐ Yes, location and type: \_\_\_\_\_

Garbage disposal?

☐ No

☐ Yes, frequency of pick up: \_\_\_\_\_

Toilets?

☐ No

☐ Yes, Type: \_\_\_\_\_

10. LIST ALL FOOD VENDORS (Popcorn, Funnel Cake, etc. vendors must be included) Add additional sheets if necessary

NAME OF BOOTH	OWNER/OPERATOR NAME	PHONE NUMBER(S) AND E-MAIL	MENU

- 11. DRAW THE EVENT AREA** including vendor locations, approved potable water supplies, wastewater disposal sites, toilet facilities, and garbage disposal site(s). **OR** attach your event footprint with the aforementioned items labeled.

**Statement: I hereby certify that the above information is complete and accurate. I fully understand that:**

- The Gloucester County Temporary Event Coordinator Application must be received by GCHD at least fifteen (15) calendar days prior to the event, or the application shall be denied.
- Any deviation from this application without prior written permission from GCES may nullify final approval and prevent issuance of a temporary food establishment permits to food vendors.
- A pre-opening inspection (with electricity and equipment in place) of each temporary food vendor will be required before a permit can be issued.
- Food/drink that is prepared before permitting (without prior approval from GCES) permit may result in disposal or embargo of the food/drink.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: federal, state, and local).

Event Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

***DRAWING AND SIGNATURE MUST BE COMPLETED AFTER APPLICATION IS PRINTED***

Application(s) can be emailed to Gloucester County Environmental Services at [envhealth@co.gloucester.nj.us](mailto:envhealth@co.gloucester.nj.us) Application(s) and fee(s) can also be mailed to Gloucester County Environmental Services, at 204 E. Holly Avenue, Sewell, NJ 08080. They also may be hand delivered.

Gloucester County Temporary Event Coordinator Application, all Temporary Food Establishment Vendor Application(s) and required fee(s) must be received by GCES at least fifteen (15) calendar days prior to the event, or the application(s) shall be denied.

For more information visit our website at  
[www.gloucestercountynj.gov](http://www.gloucestercountynj.gov).

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of race, religion, color, national or ethnic origin, sexual orientation, age, marital status or disability in admission to, access to, or operations of its programs, services, or activities. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the Office of Education and Disability Services at 856-681-6128/New Jersey Relay Service 711 or the EEO office at 856-384-6903.

