

ENVIRONMENTAL HEALTH SERVICES TEMPORARY FOOD EVENT COORDINATOR FORM

This form is to be completed by the event coordinator and will be used by Oakland County Health Division (OCHD) to determine if Temporary Food Service Establishment (TFE) licensure is needed.

Who must apply for a TFE license? A person or organization that provides or sells food at a temporary event to the public. Examples of a temporary event include street fairs and festivals, musical and artistic presentations, sports events, and ethnic celebrations.

A TFE license is valid for fourteen (14) consecutive days in the same location for one single food booth. If a vendor is operating more than one booth at an event, a license must be obtained for each booth location. Separate applications and associated fee must be submitted.

Follow all instructions carefully and ensure all forms are complete before submitting to an Oakland County Health Division (OCHD) Environmental Health Services office. Event coordinators are responsible for vendor compliance with applicable regulations.

THE FOLLOWING ITEMS MUST BE SUBMITTED TO OCHD AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT:

- 1. Temporary Food Event Coordinator Form:** Complete and submit the attached temporary food event coordinator form for review.
- 2. Food Vendor List:** Complete and submit the attached food vendor list, including trucks, trailers, and carts, for review. Make copies/add sheets as necessary. OCHD will contact each vendor to determine the need for temporary food service licensure.
- 3. Site Plan:** Provide a complete site plan showing the general layout of the event, including, all food vendors, potable water supply, wastewater disposal, refuse disposal, refrigerated/frozen storage units, warewashing facilities, handwashing facilities, restrooms, etc. The site plan does not have to be drawn to scale, but it must be accurate.

Event organizers are responsible for ensuring that all vendors have access to: a safe water supply, electricity, handwashing facilities, warewashing facilities, overhead protection by canopy/tent, trash and wastewater disposal, and restrooms.

Once licensing status has been determined, OCHD will follow-up with the coordinator to ensure proper submittal of any necessary TFE applications and payment. The event coordinator is responsible for ensuring all applications and payment are received in a timely manner.

****THIS IS NOT A TEMPORARY EVENT LICENSE APPLICATION FORM****



**ENVIRONMENTAL HEALTH SERVICES
TEMPORARY FOOD EVENT COORDINATOR FORM**

Event Information

Event Name: _____

Event Location/Address: _____

City: _____ **Zip Code:** _____

Event Coordinator Name: _____

Event Coordinator Contact: **Main #:** _____ **Cell #:** _____

Email: _____

Second Event Coordinator or Emergency Contact: _____

Event Site: **Enclosed Building** _____ **Open Lot** _____ **City Street** _____ **Other** _____

Event Start Date/Time: _____

Event End Date/Time: _____

Food Preparation Start Date/Time: _____

Food Booth Set-Up Start Date/Time: _____

Anticipated number of food/beverage vendors: _____

Estimated Public Attendance: _____

Is a Vendor Meeting Planned? **Yes** _____ **No** _____

Date/Time/Location of Vendor Meeting: _____

Are parking/entry passes needed for inspectors to gain access to the event?

****Please provide passes to OCHD Sanitarian contact for the event. **Yes** _____ **No** _____

If event is multiple days, where will vendors stay overnight?

(on-site/campground/hotel/etc.) _____

General Information

How will hand washing facilities be provided on site for food vendors?

Describe type and location: _____

How will overhead protection be provided for food vendors?

Describe (e.g. canopy or tent): _____

How will an electricity source be provided on site for food vendors?

Describe: _____

How will back-up refrigeration storage be provided on site for food vendors?

Describe:

How will an approved potable water source be provided on site for food vendors?

Describe:

How will proper backflow protection be provided at the water source?

Describe:

How will wastewater disposal service be provided on site for food vendors?

Describe:

How will cooking grease/oil disposal service be provided for on-site food vendors?

Describe:

How will trash/refuse disposal service be provided on site for food vendors?

Describe:

How will restroom facilities be provided on site at the event?

Describe Type and Location:

Required forms and applicable fees for the subsequent items are available at our offices or on the following website: www.oakgov.com/health/services/Pages/Food.aspx

North Oakland Health Center
1200 N Telegraph, Bldg. 34 East, Pontiac
Phone: 248-858-1312

South Oakland Health Center
27725 Greenfield Rd, Southfield
Phone: 248-424-7190

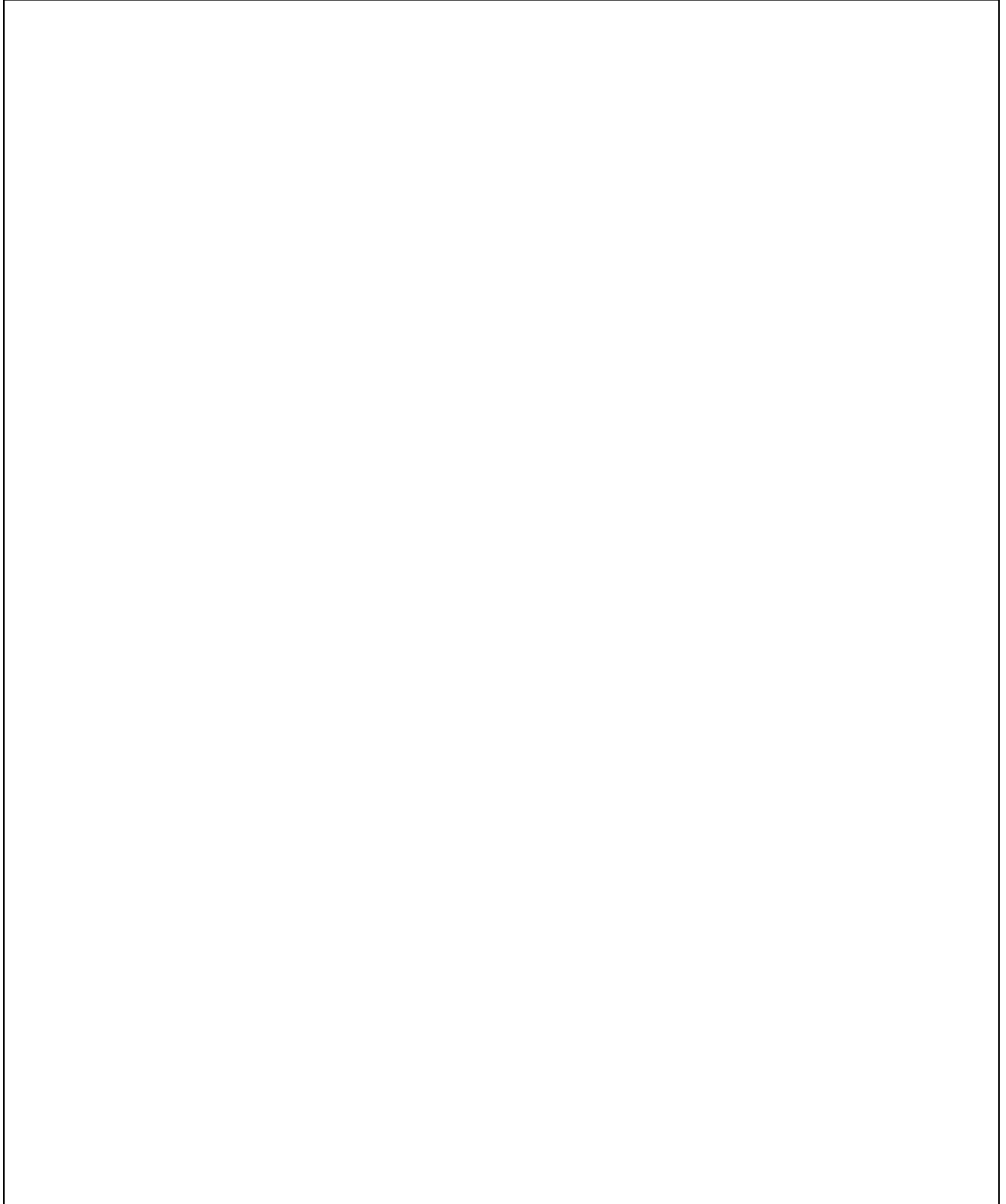
Food Vendor List

(If additional spaces are needed, make copies of this page)

Vendor Name & Booth #	Operator Name	Operator Phone #	Operator Email	License Type* (STFU, Mobile, Temp)	Proposed Menu

* Provide a copy of a current food license if food is being prepared at/served by a facility that is not licensed by OCHD.

Provide Site Plan Below or as Additional Attachment

A large, empty rectangular box with a thin black border, intended for a site plan or additional attachment.

Key: