



## Special Event

### Part 1 - Temporary Food Establishment Application (For Food Vendor)

The following application is to be completed by every food vendor and forwarded to the event organizer.

Name of the event: \_\_\_\_\_

Event organizer/organization: \_\_\_\_\_

### Vendor Information (Please Print)

On-site contact person:

Phone /Cell #:

Booth Name:

Business Owner Name:

Business Owner Address:

Business Phone:

Business Fax:

Hours of Operation:

Municipal License Number:

Start Date:

End Date:

### Vendor's List of Food Suppliers (Please Print)

Name of Supplier:

Contact Person:

Address:

Phone :

Fax:

## Part 2 – Special Event Vendor Information Sheet

Food Item	How is it prepared?	Where is it prepared? 1. Name of Restaurant/Kitchen 2. Address 3. Telephone Number 4. Contact Name at location	Will it be pre-cooked for the event? ( YES/NO)	Will it be cooked on-site? ( YES/NO)	Will the food be transported HOT or COLD?	What type of container will be used to transport food(s) to maintain temperatures?	How will the temperatures of foods be kept at the special event location?
		1. 2. 3. 4.					
		1. 2. 3. 4.					
		1. 2. 3. 4.					
		1. 2. 3. 4.					

### Additional Information:

1. **Hand washing Facilities** – How will they be provided on site? Please list the supplies that will be used.

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2. **Sanitizing Solutions** – How will they be provided on site? Please list supplies that will be used.

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