



**Monmouth County Regional Health Commission #1**  
**1540 West Park Avenue, Suite 1**  
**Ocean, New Jersey 07712**  
**Telephone (732) 493-9520**  
**Facsimile (732) 493-9521**  
[www.mcrhc.org](http://www.mcrhc.org)



**TEMPORARY FOOD EVENT COORDINATOR'S APPLICATION**

APPLICATION SUBMISSION DATE: \_\_\_\_\_  
*\*Note: Application MUST be submitted at least 30 days prior to event*

EVENT INFORMATION			
NAME OF EVENT:			
LOCATION:			
MUNICIPALITY:			
DATE(S) AND TIME(S) OF EVENT:			
DATE & TIME FOOD SERVICE OPERATIONS WILL BE SET UP:			
EXPECTED NUMBER OF PATRONS:			
EXPECTED PEAK DAY(S) – If event longer than one day:			

EVENT COORDINATOR(S) **Attach additional sheets as necessary**			
ORGANIZATION:			
PRIMARY CONTACT PERSON:			
MAILING ADDRESS:			
TELEPHONE #:		FAX #:	
CELL PHONE #:		EMAIL:	
SECONDARY CONTACT PERSON:			
MAILING ADDRESS:			
TELEPHONE #:		FAX #:	
CELL PHONE #:		EMAIL:	
TERTIARY CONTACT PERSON:			
MAILING ADDRESS:			
TELEPHONE #:		FAX #:	
CELL PHONE #:		EMAIL:	

ON-SITE COORDINATOR(S) AND HOW CAN BE CONTACTED DURING ENTIRE EVENT **Attach additional sheets as necessary**			
NAME:		PHONE #:	
NAME:		PHONE #:	
NAME:		PHONE #:	



## TEMPORARY FOOD EVENT COORDINATOR'S APPLICATION

<b>SERVICES PROVIDED ON-SITE TO VENDORS</b> ***Check all that apply and provide detail if necessary***	
<b>Water Supply</b>	<input type="checkbox"/> Potable water taps will be provided on site. Water source is <input type="checkbox"/> Public or <input type="checkbox"/> Well. <input type="checkbox"/> Vendors must bring their own water supply.  *NOTE: If a non-public water supply is to be used, the results of the most recent water test must be submitted.*
<b>Wastewater</b>	<input type="checkbox"/> Liquid waste collection tanks/receptacles will be provided on site. <input type="checkbox"/> Vendors must arrange for their own wastewater disposal.
<b>Electricity</b>	<input type="checkbox"/> No electricity will be supplied on site. <input type="checkbox"/> Access to electricity will be provided on site. <input type="checkbox"/> Generators will be provided for vendor use. <input type="checkbox"/> Vendors are allowed to use generators on site.
<b>Trash/Refuse</b>	<input type="checkbox"/> Trash receptacles will be provided throughout the event for the public. <input type="checkbox"/> Dumpsters will be provided on site for vendor and public trash removal. How often will receptacles/dumpsters be serviced? _____
<b>Grease Disposal</b>	<input type="checkbox"/> Grease disposal receptacles will be provided throughout the event for vendor use. <input type="checkbox"/> Vendors must arrange for their own grease disposal. *NOTE: Grease must not be disposed of on the ground or down storm sewers or sinks.*
<b>Toilet Facilities</b>	<input type="checkbox"/> Public restrooms with toilets will be available. How many? _____  <input type="checkbox"/> Portable toilets will be provided. How many? _____
<b>Handwashing Facilities</b>	<input type="checkbox"/> Public restrooms with handwashing sinks will be available. How many? _____ <input type="checkbox"/> Portable handwashing stations will be provided. How many? _____ How often will they be serviced, and by whom? _____
<b>Other Services</b>	<input type="checkbox"/> Refrigerated truck(s) <input type="checkbox"/> Commissary kitchen (attach a list of available equipment in kitchen.) <input type="checkbox"/> Ice <input type="checkbox"/> _____

<p><b>WILL THERE BE A PETTING ZOO OR OTHER ANIMAL ATTRACTION(S) AT THE EVENT?</b> _____</p> <p>If YES, please provide the name and contact info for each exhibitor, as well as the type of animals to be shown. Attach additional sheets as necessary.</p> <p>Please be advised that the New Jersey Department of Agriculture has specific recommendations and regulations concerning the exhibition of animals which must be adhered to.</p> <p>It is MANDATORY that handwashing facilities, including running water, soap and paper towels, as well as alcohol-based hand sanitizers be provided for use prior to and after contact with animals.</p>			
ANIMAL EXHIBITOR INFORMATION			
NAME	ADDRESS	PHONE	ANIMALS

## TEMPORARY FOOD EVENT COORDINATOR'S APPLICATION

TEMPORARY EVENT SITE MAP	
<b>PROVIDE A LABELED MAP OF THE ENTIRE TEMPORARY EVENT AREA, AND INCLUDE THE FOLLOWING, AS APPLICABLE:</b>	
<input type="checkbox"/> Toilet facilities (portable & fixed) <input type="checkbox"/> Hand washing facilities <input type="checkbox"/> Trash containers/dumpsters <input type="checkbox"/> Electrical hook-up points/generator locations <input type="checkbox"/> Potable water taps for vendors	<input type="checkbox"/> All food prep & service areas on event grounds <input type="checkbox"/> Food vendor booths <input type="checkbox"/> Refrigerated trucks <input type="checkbox"/> Commissary kitchen <input type="checkbox"/> Petting zoo/animal exhibits

**STATEMENT:** I hereby certify that all information provided is correct, and I fully understand that any deviation from the information provided without prior approval from the Monmouth County Regional Health Commission may nullify final approval.

\_\_\_\_\_

Applicant/Owner Signature Date

For Office Use Only		
<input type="checkbox"/> APPROVED	Date:	Inspector:
	Restrictions:	
<input type="checkbox"/> NOT APPROVED	Date:	Inspector:
	Reason(s):	

## IMPORTANT INFORMATION FOR TEMPORARY FOOD EVENT COORDINATORS

Please read the following important information before organizing your event:

1. The **TEMPORARY FOOD EVENT COORDINATOR'S APPLICATION** must be submitted to the Monmouth County Regional Health Commission at least 30 days prior to the event.
2. A **TEMPORARY FOOD ESTABLISHMENT APPLICATION** must be completed by **EVERY** vendor that will serve food or beverages at the event. Please be sure that every food/beverage vendor is supplied with a **TEMPORARY FOOD ESTABLISHMENT APPLICATION**. Each vendor completed application must be submitted to the Monmouth County Regional Health Commission at least 14 days prior to the event.
3. The coordinator must provide a sketch or map of the event site displaying food/beverage vendor locations and corresponding vendor names. Vendors with multiple locations at the same event will need to submit an application for each location.
4. Please be sure to include locations of all other applicable facilities, service areas, petting zoo exhibit areas, etc. on the event site map.

Please submit completed application(s) for review to:

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