



New Hanover County Health Department

Environmental Health Services
230 Government Center Dr., Suite 140
Wilmington, NC 28401-4946

Telephone (910) 798-6667, Fax (910) 798-7815



SR # _____
EV# _____

Event Organizer Application – no fee required

An event organizer/coordinator is required to complete this application if they are responsible for providing any shared facilities (hand washing, utensil washing, water supply, waste water collection, recycling, and refuse collection) for temporary food establishments as part of a temporary event.

TYPE or PRINT IN INK. Enter N/A if the information does not apply.

Event Name: _____ Location of Event: _____

Date(s) of Event: _____ Hours of Event (including set up): _____

Name of Organizer/Coordinator: _____

Address _____ City _____ Zip _____

Contact Person's Phone: _____ Email _____

EVENT ORGANIZER MUST PROVIDE:

- Site Plan showing event layout (including vendors, water lines, waste lines, grease bins, garbage, port-a-johns, hand sinks, stages, rides, animals, attractions, etc)
- Source of Water Supply (including all installed water lines, back flow connections, etc)
- Contracts for solid waste disposal, grease disposal, waste water disposal and port-a-johns.

I certify that the information in this application is correct and I understand that any deviation without prior approval from this Health Regulatory Office may nullify plan approval.

Print Name _____ Signature _____