



## Information for Temporary Event Sponsors

<b>Please complete form and submit 30 days prior to the event.</b>	
<b>Event Name:</b>	<b>Event Location:</b>
<b>Date of Event:</b>	<b>Hours of Event:</b>
<b>Sponsor Name/Contact Person:</b>	
<b>Sponsor Contact Number:</b>	<b>Sponsor Email Address:</b>
<b>Requirement</b>	<b>Please fill in answers</b>
<ul style="list-style-type: none"> <li>• Inform vendors of license requirement</li> <li>• Make sure that all vendors have a license application (active or pending)</li> </ul>	Yes _____ No _____
<ul style="list-style-type: none"> <li>• Potable Water Supply for cooking, handwashing, cleaning and sanitizing</li> </ul>	Please Circle: Public Water System or Private, If Private, please list PWS #
<ul style="list-style-type: none"> <li>• Backflow prevention devices on water supply to prevent contamination of water</li> <li>• Only food grade hoses allowed for potable water</li> </ul>	Are backflow prevention devices on each hose? Yes _____ No _____ Are hoses food grade? Yes _____ No _____
<ul style="list-style-type: none"> <li>• Handwashing sinks for all toilets used by food handlers.</li> <li>• Sinks set up with soap, paper towels</li> </ul>	Please describe handwashing sink set up.
<ul style="list-style-type: none"> <li>• Any refrigeration that is provided must hold food at <math>\leq 41</math> F</li> <li>• Refrigerators should be equipped with a thermometer and checked every 4 hours</li> </ul>	Please describe refrigeration if applicable.
<ul style="list-style-type: none"> <li>• Overhead protection provided over exposed food</li> </ul>	Please describe how food is protected from the environment.
<ul style="list-style-type: none"> <li>• Vendors located at least 50 feet from non-sewered toilets and/or animal pens</li> </ul>	Yes _____ No _____
<ul style="list-style-type: none"> <li>• Adequate number of toilets for patrons and vendors</li> <li>• Toilets serviced and cleaned</li> </ul>	Please describe toilet facilities and plans for servicing/cleaning
<ul style="list-style-type: none"> <li>• Proper disposal of waste water and garbage</li> </ul>	Please describe how waste water will be handled and garbage will be disposed of including trash bins and garbage pickup.