

FREMONT COUNTY  
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT



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## Event Coordinator Application

### TURN IN APPLICATION AT LEAST 2 WEEKS PRIOR TO EVENT

#### EVENT INFORMATION

Name of the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Hour of the Event: (Days and times) \_\_\_\_\_

Expected number of patrons: \_\_\_\_\_

Expected peak day(s) if event is longer than 1 day: \_\_\_\_\_

Anticipated Number of Food Booths: \_\_\_\_\_ (*Complete Vendor Information List and attach*)

Event Coordinators Name: \_\_\_\_\_

Coordinator's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Coordinator's Fax Number: \_\_\_\_\_

Coordinator's Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Coordinator's E-mail address: \_\_\_\_\_

Contact Person during the Event (if different from above): \_\_\_\_\_

Contact phone number for the day of the Event: (\_\_\_\_\_) \_\_\_\_\_

- Water Supply:**                     There is access to a potable water taps on site.  
 Vendors must bring their own water supplies.
- Wastewater:**                     There will be liquid waste collection tanks / receptacles on site.  
 Vendors must arrange for their own wastewater disposal.
- Electricity:**                     There will be no electricity supplied on site.  
 There is access to electricity on site.  
 Generators will be provided for vendor use.  
 Vendors are allowed to use generators on site.
- Trash / Refuse:**                 There will be trash receptacles throughout the event for the public.  
 There will be dumpsters on site for vendor and public trash removal.  
How often will they be serviced? \_\_\_\_\_
- Toilet Facilities:**                 Water carrying public restrooms. How many? \_\_\_\_\_  
 Portable toilets. How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_
- Hand Wash Facilities:**         Water carrying public restrooms. How many? \_\_\_\_\_  
 Portable hand wash stations. How many? \_\_\_\_\_  
How often will they be serviced? \_\_\_\_\_
- Other Services:**                 Refrigerated truck  
 Commissary kitchen (Provide a list of available equipment in kitchen.)  
 Ice

**TEMPORARY EVENT SITE MAP**

Provide a labeled map of the entire Temporary Event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)

