Environmental Health Services Special Event Notification
(To Be Completed by Event Coordinator)

Note: Temporary Food Booths are allowed only at special events no longer than 14 consecutive days. Events must have approval of the local municipality or Pinal County Community Development.

Name of Event: ______________________________________

Event Duration: ___________________________ to ___________________________

Hours of Operation: ___________________________

Note: Food Vendors should be set up and ready for inspection two hours prior to event.

Type of Event:

- ☐ Special Event – a transitory public gathering that takes place at a specific location for a specific purpose that is associated with a fair, carnival, parade, circus, public exhibition, holiday celebration, or trade show.
- ☐ Tasting Event – events including but not limited to wine tastings, BBQ competitions, and chili cook-off’s, in which an entrance fee entitles the consumer to food service in conjunction with the event and where there is no point of sale directly at the booths.
- ☐ Grand Opening – one-time events celebrating the opening of a new business.
- ☐ Fundraiser – one-time events where funds are raised for bona-fide charitable organizations.
- ☐ Transitory Sporting Event – one-time events such as annual soccer tournaments, baseball playoffs, etc.

Event Location: ___________________________

Event Location Address: ___________________________

Event Contact Person / Food Coordinator: ___________________________ E-Mail: ___________________________

Sponsoring Organization: ___________________________ Phone #: ___________________________

Sponsoring Organization Address: ___________________________

Expected Number of Mobile Food Vendors with annual permits from Pinal County Environmental Health: ______

Expected Number of Temporary Food Booths: ______

Please note which services that will be provided to vendors and how it will be provided:

- ☐ Water
- ☐ Waste Water Disposal
- ☐ Electricity
- ☐ Grease Disposal
- ☐ Garbage
- ☐ Toilets #

Please include a map of the event site with the location of all food booths, restroom facilities, animal venues such as petting zoos, and hand washing areas indicated.

Note: All Temporary Food Booth Vendors and a list of Mobile Food Vendors (with Pinal County permit numbers) must be received two weeks prior to the event.

FOR DEPARTMENTAL USE ONLY

EFT-_________________

Date Application Reviewed: ___________________________ Application Reviewed By: ___________________________

Approval: ☐ Recommended ☐ Denied

Notes (Reason for Denial): ___________________________