

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 _____
Month/Day/Year Month/Day/Year

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): _____