



## TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

Jefferson County Department of Health  
1400 6<sup>th</sup> Ave South  
Birmingham, AL 35233  
Office (205) 930-1260 Fax (205) 939-3019  
temporaryevents@jcdh.org

1. Name of Event \_\_\_\_\_

2. Address of Event \_\_\_\_\_

3. Event Dates and Time(s) \_\_\_\_\_

4. Organizer Name \_\_\_\_\_ Organizer Phone \_\_\_\_\_

5. Organizer Address \_\_\_\_\_

6. Organizer Email \_\_\_\_\_

7. Onsite Coordinator's Name and Phone Number \_\_\_\_\_  
(if different from Organizer)

8. Number of Anticipated Food Booths \_\_\_\_\_

9. Date and time when food booth(s) will be ready to be permitted \_\_\_\_\_

10. Will the event include a petting zoo or pony rides? ☐ Yes\* ☐ No

\*If "yes", how many handwashing facilities will be available? \_\_\_\_\_

11. Check the box(es) for the items supplied by the organizer

☐ Electricity ☐ Refrigeration ☐ Drinking Water Hoses

☐ Garbage Pick-up ☐ Grease Disposal ☐ Water Disposal

Please provide more details: \_\_\_\_\_

### Water Supply

12. Check the box(es) that best describes the source of potable water for food booths

☐ Public water supplied by organizer ☐ Water supplied by food vendor

☐ On-site private well (requires testing prior to the event) ☐ Other: \_\_\_\_\_

13. If you are using bottled water as your main supply, please provide the source. (both individual and bulk supply) \_\_\_\_\_

### **Toilet Facilities**

*It is the responsibility of the event organizer to ensure a sufficient number of potable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and/or property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires. (See the Temporary Food Establishment Requirements booklet for the "Special Event Extended Chart Breakdown" from the Portable Sanitation Association International).*

14. What will be used for toilet facilities at the event? (Check all that apply)

- ☐ Central supplied facilities                      ☐ Portable toilets

15. Will general public handwashing facilities with soap and running water be available?  
(Not required outside food vending booths, but highly recommended to reduce public health risks of disease outbreaks.)

- ☐ Yes    ☐ No

**ORGANIZER APPLICATION**  
**Vendor Information**

List all participating vendors (including Mobile Food Units and Pushcarts). *If more space is needed, please write on a separate sheet.*

	<b>Name</b>	<b>Phone # / Email</b>	<b>General Menu</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

**STATEMENT:** I/we hereby certify that the above information and any attached documents are correct, and I/we agree to comply with all rules and regulations of the Jefferson County Department of Health and hereby authorize the Health Officer or authorized representatives to enter upon the premises of the above named establishments for inspection services. Furthermore, I/we understand that I/we am/are responsible for the following:

- a. To confirm that the requirements and approval of other regulatory agencies, including, but not limited to local fire, building, plumbing, gas, and electrical inspection services department are met prior to operating, and;
- b. At least 30 days prior to the event/ celebration, I/we will provide the Jefferson County Department of Health a list of food vendors who will be allowed in the temporary event/ celebrations, and;
- c. To ensure that only vendors permitted by Jefferson County Department of Health are allowed to participate in the temporary event/ celebration, and;
- d. To require any unauthorized or un-permitted food vendor found participating in the event to immediately leave the event premises, and;
- e. To ensure a sufficient number of portable sanitation units are available on-site (if central toilet units are not available or not sufficient) to prevent a prohibited discharge of sewage or cause a public health nuisance, and;
- f. To ensure all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires,

Additionally, I/we understand that non-compliance with the requirements above are considered to be violations of the 420-3-22.12 State of Alabama Department of Public Rules and Regulations, and I/we may be subject to legal action as deemed necessary by Jefferson County Department of Health.

**By typing your name, you are agreeing to the terms listed above.**

Organizer Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Approved by \_\_\_\_\_ Date \_\_\_\_\_