

APPALACHIAN DISTRICT HEALTH DEPARTMENT

Alleghany County

157 Health Services Rd
P.O. Box 309 (mailing)
Sparta, NC 28675
336-372-8813 (phone)
336-372-7793 (fax)

Ashe County

316 Cherry Dr
P.O. Box 208 (mailing)
Jefferson, NC 28640
336-246-3356 (phone)
336-846-1039 (fax)

Watauga County

126 Poplar Grove Connector
Boone, NC 28607
828-264-4995 (phone)
828-264-4997 (fax)

www.apphealth.com

Event Organizer

Each special event involving the preparation and serving of food is unique. Our goal is to help ensure that your event will be conducted in a manner that is safe for the public. It is important that the organizer, sponsor(s), coordinator(s), and food vendors contact the Health Department prior to organizing or conducting any event involving the preparation and serving of food in order to determine what permitting and inspection requirements will be required. Please be aware that other agencies such as fire departments or local municipalities may have additional requirements that must be met. The following pages outline the Appalachian District Health Department's permitting requirements for organizers. A separate application must be submitted by the individual food vendors for each temporary food establishment operating at all festivals, fairs and other special events.

Requirements: Event Organizers are required submit an application to this department for any special event where food vendors will be present. The application shall be submitted to the Health Department *at least 30 days prior* to the start of the event. Organizers of events are responsible for supplying Temporary Food Service Vendor Applications to *each* food vendor and ensuring that these completed applications and the \$75 fee (if applicable) are submitted to the Health Department at least 15 days prior to start of the event. Although the Event Organizers must supply all information to the Health Department about the event, the majority of the permitting requirements will have to be met by the individual food vendors. It is the ultimate responsibility of the vendor to meet all applicable requirements. Please note that running water under pressure from an approved source and electricity are required. Vendors must discuss what will be needed with the event organizers. The preparation and sale of food without a permit at an event where a permit is required will not be allowed and failure to comply could lead to legal action being taken against the food vendor and/or event organizer.

Exemptions: The following events/vendors are currently exempt from Health Department regulations:

1. Nonprofit organizations, organizations that are exempt from federal income tax, or political committees may prepare and sell food one time per month as long as they do not exceed two consecutive days. Please provide a copy of the letter of declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to conduct the event. *However, if such an entity operates at your event for more than 2 days or operates at more than one event per calendar month, a permit from this Department is required.*
2. Food vendors serving only non-potentially hazardous foods such as popcorn, cotton candy and nuts, and beverages such as packaged, canned, or bottled drinks, coffee, or carbonated beverages are not required to have a permit issued by the Health Department.

Even if an entire event or specific vendors are exempt from the rules, it is still in the best interest of the public's health and safety that all of these requirements be met. Vendors which are exempt from the permitting process are still required to complete the first page of the Temporary Food Service Vendor Application for submittal to this Department. Please feel free to contact this department with any questions you have regarding the permitting of fairs, festivals, and other special events.

16. Number of toilet facilities provided: _____ Type: _____

If portable toilets are used, how often will they be serviced? _____

17. Will hand washing facilities be provided adjacent to the toilets? Yes No

18. Will a petting zoo be located at event? Yes No

If yes, handwashing facilities are required and food vendors must be located away from the area.

Contact the NC Dept of Agriculture for specific requirements (919-733-7366).

19. Sketch a map of the event grounds on the following page provided.

20. Complete the list of all food vendors (including ones that will be exempt) that wish to operate during this event on the last page provided.

Statement: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Appalachian District Health Department may nullify final approval and prevent issuance of permits to participation food vendors. I understand that a pre-opening inspection of each food vendor is required. If the food vendor is not in compliance with the North Carolina Requirements for Temporary Food Establishments (15A NCAC 18A .2635), a permit will not be issued.

Print Name

Signature

Date

Please mail/fax completed application packets to the applicable county where event will be held:

**Appalachian District Health Department
Attn: Environmental Health**

126 Poplar Grove Connector
Boone, NC 28607
Fax: 828-264-4997
(Watauga County)

P.O. Box 208
Jefferson, NC 28640
Fax: 336-846-1039
(Ashe County)

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Fax: 336-372-7793
(Alleghany County)

Health Dept Use Only

Date Reviewed _____

Reviewed by _____

Comments:

19. Sketch a map of the event grounds showing the location of each food vendor, toilet facilities, water connections, permanent structures and roads.



