



Teller County Public Health and Environment  
PO Box 928  
11115 W. Hwy. 24, Unit 2C  
Divide, CO 80814  
(719) 687-6416  
Fax: (719) 687-6501

# Temporary / Special Event Coordinator Application

## **EVENT INFORMATION**

Name of the Event:

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Date(s) of the Event:

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Location of the Event:

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Hours of the Event (Days and Times)

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Expected Number of Patrons: \_\_\_\_\_

Expected Peak Day(s) if Event is Longer than One Day \_\_\_\_\_

## **EVENT COORDINATOR INFORMATION**

Event Coordinator Name:

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Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

Contact Person that can be reached during the event: \_\_\_\_\_

Contact Person Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

**SERVICES PROVIDED ON-SITE TO FOOD VENDORS**

1. Will you be providing drinking water to your food vendors?

Yes       No

2. Will you be providing wastewater dumping facilities to your food vendors?

Yes       No

3. Will you be supplying electricity or power generators to your food vendors?

Yes       No

4. Will you be providing restroom facilities (including porta potties) for your food vendors?

Yes       No

5. Will you provide handwashing facilities (including portable hand sinks) to your food vendors?

Yes       No

6. Will you be providing trash/refuse services to your food vendors?

Yes       No

7. Will you provide commissary facilities for your food vendors?

Yes       No

**SERVICES PROVIDED ON-SITE TO FOOD PATRONS**

1. Will restroom facilities (including porta potties) be provided to patrons?

Yes       No

2. Will handwashing facilities (including portable hand sinks) be provided to patrons?

Yes       No

3. Will trash/refuse services (dumpsters, trash cans, etc.) be provided to patrons?

Yes       No

**FOOD VENDOR LIST**

Provide a complete list of all food vendors attending the event (a food vendor sheet is provided on the next page). Attach additional pages as necessary.

**\*\*You may be contacted by Teller County Public Health and Environment with advisements or additional questions\*\***

**\*\*Food Vendor Application submittal deadline is 5 days before the event\*\***

# Food Vendor Information List

	Booth #	Food Vendor / Booth Name	Contact Person	Phone #	Email	State License (County)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						