



Santa Cruz County Health Services  
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## EVENT COORDINATOR APPLICATION

An event coordinator is a person in charge of organizing any special event where food service will take place. Special events with 2 or more vendors must have an event coordinator in place. The event coordinator must complete this form and submit to the the Health Services Department 30 days prior to a special event to allow vendors enough time to submit their applications. No vendor applications will be taken without an event coordinator application. The event coordinator should submit application prior to each event. The coordinator is responsible for timely submission of all applications and ensuring vendors at the event follow the Santa Cruz County Health Code. Please print or type the information requested below and return the completed application by mail, email, or fax to SCCHS. Each food vendor must complete the Application for Permit to Operate a Temporary Food Establishment. If a vendor does not have a permit, they will be asked to discontinue food service. The vendor application(s) **MUST** be submitted to SCCHS and paid for at least 14 days prior to the event to avoid a late fee.

**1. Name of Event:** \_\_\_\_\_

Location & Address of Event: \_\_\_\_\_

Date(s) of Event : Starts on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ AM PM

Ends on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ AM PM

Type of Event (circle): Fair    Festival    Carnival    Other \_\_\_\_\_

**2. Name of Coordinator or Person In Charge of Event:** \_\_\_\_\_

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

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

Mobile: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Number of Anticipated Food Vendors** (i.e. restaurants, non-profit organizations, gourmet food vendors with food samples, mobile food catering units, etc.):

\_\_\_\_\_

**4. Time of Set-up of the Food Operations:** \_\_\_\_\_ AM PM

**NOTE:** This is the time you have asked the food vendors to be ready for the inspection by SCCHS. This time should be at least one hour prior to the start time of the event. Please allow more time for the events with more than five vendors.

**5. Services Provided on Site to the Food Vendors** (check all that apply)

- Water Supply:**     There is access to a potable water supply line on site.  
                           Vendors must bring their own water supplies.

- Electricity:**       There is access to electricity on site.  
                           Vendors are allowed to use generators on site.  
                           There will be no electricity on site.

- Liquid Waste Disposal:**     There will be liquid waste containers/receptacle on site.  
    Vendors must collect and remove their own liquid waste.

- Trash/Refuse Disposal:**     There will be trash containers/receptacles on site  
    Vendors must collect and remove their own trash/refuse.

- Tents or Canopies:**         Tents or canopies for food stands/booths will be provided.  
    Food vendors must provide their own overhead protection.

- Hand Sinks:**             There will be hand sinks, paper towels, and soap provided for the vendors.  
    The vendors are responsible for bringing their own hand sinks, paper towels, and soap.

Estimated Attendance: \_\_\_\_\_

Number of Toilet Facilities: \_\_\_\_\_ Type:     Public Rest rooms     Portable Toilet

Please be aware that food vendors may be limited in the menu they can offer if these services are not provided at the event site. The event coordinator is responsible for informing the vendors of any restriction you must impose.

**6. Attach a list of all proposed food vendors and their contact information. Attach a map showing the event layout of the food vendors, toilet facilities, garbage disposal site, and wastewater disposal site.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_