



**One Stop Permitting**

500 N. Main Street  
Suite #47  
Monroe, NC 28112

T. 704.283.3553

<https://ucinspect.unioncountync.gov/evolvepublic/>

\_\_\_\_\_ X \$75.00 = \_\_\_\_\_  
# of TFE Applications

**EVENT ORGANIZER APPLICATION**

**The Event Organizer Application and all Temporary Food Event (TFE) Applications must be submitted 15 calendar days prior to the event.** It is the Event Coordinator's responsibility to ensure all TFE vendor applications are completed before submitting to Union County Environmental Health. Fees can be submitted by the Coordinator or by each vendor directly to Union County Building Code Enforcement [ucinspections@unioncountync.gov].

**Organizer Information**

Organizer Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (8am-5pm): (\_\_\_\_) \_\_\_\_\_ After 5pm: (\_\_\_\_) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Event Information**

Name of event: \_\_\_\_\_  
Event Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_

**Dates and hours of operation:**

Event Date(s):	to	Hour(s):	to
Rain Date(s):	to		

Admission Charged: Yes  No

Will event last for at least 6 consecutive hours? Yes  No

Maximum Attendance: \_\_\_\_\_

Will the sewage disposal be: (Check one that applies) Municipal (public)  Septic system  Portable Toilets   
Is there a septic system on the property Yes  No  Will the system be used for the Event Yes  No

Will the organizer be supplying water to the food booths? Yes  No

If yes, what is the water source?  City/Public  Private Well Note: A food grade hose is required for all water connections.

Date/time food vendor(s) will be allowed on site for setup:

Will tents be provided? Yes  No  Will inflatables be provided? Yes  No

**Attach a map of the event grounds showing the location for each food booth, toilet facilities, water connections, existing septic systems, well on property, tents, inflatables and parking, etc. (Indicate the square footage of each tent and/or inflatable).**



Please list **ALL participating FOOD VENDOR INFORMATION** below. Use additional pages as needed.

Name of Booth	Owner/Operator	Phone Number/E-mail	General Menu
Example Food Booth	Jane Doe	704-000-0000 <a href="mailto:email@email.com">email@email.com</a>	Funnel Cakes, blooming onions, sandwiches, hamburgers, and corn on the cob.

Please list **ALL participating Nonprofit FOOD VENDOR INFORMATION** below.

G.S. 130-250 (7) Allows establishments that are incorporated as nonprofit corporations in accordance with Chapter 55 of the General Statutes or are exempt from federal income tax under the Internal Revenue Code as defined in G.S. 105-228.90 or that are political committees as defined in G.S. 163-278.6(14) to prepare or serve food and/or drink for pay no more than once a month for a period of two consecutive days.

Nonprofit Name	Contact Person	Phone Number/E-mail	Registration Number

STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Union County Environmental Health may nullify final approval and prevent issuance of permits to participating food vendors. I understand that a pre-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2635 a temporary food establishment permit will not be issued.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date