

## Special Events – Organizer Application

**Reset Form**

### Event Information:

<b>Name of event</b>	
<b>Dates</b>	
<b>Location</b>	
<b>Hours of operation</b>	
<b>Proposed daily attendance</b>	

Is this an annual/reoccurring event? Yes  No

### Organizer Information:

<b>Contact name:</b>	
<b>Contact phone number:</b>	
<b>Email address:</b>	

### Sewage Disposal

- Municipal  
 Private sewage

### Water Supply

- Municipal hook-up  
 Vendor supplied  
 Water hauler

*If yes, provide name and contact information of company:*

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**Power supply**

- Municipal
- Generators
- Vendor-supplied

**Food vendor flooring type**

(Please select all that apply)

- Concrete
- Pavement
- Other: \_\_\_\_\_

*Please explain:*

\_\_\_\_\_

**Washrooms/sanitary facilities**

Number of fixed: \_\_\_\_\_

Number of portable: \_\_\_\_\_

Name of portable company (if applicable): \_\_\_\_\_

**Garbage collection and disposal**

*Please describe:*

\_\_\_\_\_

\_\_\_\_\_

**Other regulated activities**

Will any personal service setting activities be offered (such as tattoo services or hair services, etc.)?

Yes  No

Will there be a petting zoo or animal exhibit at this event?

Yes  No

*If yes, please provide additional details:*

\_\_\_\_\_

\_\_\_\_\_

## **Site Plan**

Site Plan must include the following: location of all food vendors, licensed areas, personal service settings, petting zoos, animal exhibits, washrooms, portable handwashing facilities, and garbage disposal.

## Vendor List

Vendor Name	Vendor Type	Address	Phone Number	Email Address
	<input type="checkbox"/> Temporary food booth <input type="checkbox"/> Food truck or trailer			
	<input type="checkbox"/> Temporary food booth <input type="checkbox"/> Food truck or trailer			
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