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| **Temporary Event Coordinator Application** | | | | | | | | | | |
| * This form is required for events having 2 or more food vendors * Submit the following application completed to [ContactUsFoodSafety@bfhd.wa.gov](mailto:ContactUsFoodSafety@bfhd.wa.gov) * Event Coordinator must carry a current Washington Food Worker Card * All food vendors must be permitted with Benton Franklin Health District and adhere to WAC 246-215 | | | | | | | | | | |
| **section 1: Business Contact Information/Review type** | | | | | | | | | | |
| **Date of Application** | | Office use only | Received by & Date: | | | Approved & Date: | | | Denied/insufficient info | |
| **Name of the Event:** | | | | **Event Start Date**  **/   /** | | | | **Event End date**  **/   /** | | |
| **Location of the Event:** | | | | **City** | | | | **State** | | **Zip Code** |
| **Event Coordinators Name:** | | | | **Daytime Phone**  **(    )** | | | **E-mail** | | | |
| **Days and times of Event(use additional space if needed):** | | | | **Expected # of patrons:** | | | | **Number of Food Vendors** | | |
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| **section 2: Event Classification** | | | | | | | | | | |
| **Type of Event**  Limited Menu:  Farmers Market  Flea Market  Fundraiser  Private  Other | | | | | | | | | | |
| **Venue Capacity**  51-100  101-200  200+ | | | | | **Max Number of Employees Per Day**  1-10  11-20  21-50  51+ | | | | | |
| **section 3: Services Provided onsite to Food Vendors:** (check all that apply and provide details if necessary)**:** | | | | | | | | | | |
| Water Supply: | There is access to potable water taps on site.  Vendors must bring their own water supplies. | | | | | | | | | |
| Wastewater: | There will be liquid waste collection (tanks/receptacles) on site.  Vendors must arrange for their own wastewater disposal. | | | | | | | | | |
| Electricity: | There is access to electricity on site.  There will be no electricity supplied on site.  Generators will be provided for vendor use.  Vendors are allowed to use generators on site. | | | | | | | | | |
| Trash/Refuse: | There will be trash receptacles throughout the event for the public.  There will be dumpsters on site for vendor and public trash removal.  How long will they be serviced? | | | | | | | | | |
| Restrooms/Toilet Facilities: | Restrooms with plumbed hot water available for hand washing? How many?  Portable restrooms. How many?  Portable hand wash stations. How many?  How often will they be services? | | | | | | | | | |
| Other Services: | Refrigerated truck  Commissary kitchen (Provide a list of available equipment in kitchen.)  Ice | | | | | | | | | |

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| **section 4: Vendors** | | | | |  |
| **Please List all Food Vendors – Attach additional sheets if necessary** | | | | | |
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| Vendor Name | Phone | | Email | General Vendor Product | BFHD Permit # |
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| **section 6: Signature** | | | | |  |
| *Note: It is the applicant’s responsibility to ensure compliance with COVID-19 operating requirements and all other applicable state, county, and city agencies before operating the establishment listed on this application.* | | Applicant Signature Date  Applicant Printed Name Phone Number | | | |

Please attach the following:

* Current food worker card for applicant
* Event COVID-19 Safety Management Plan to include:
  + Diagram of event layout to include entry and exit points, vendor booth placement, hand sanitizer stations, restrooms, public sink access, and health screening area
  + Blank template for participants, vendors, event staff contact information to assist with contact tracing in the event of an exposure that will be utilized at physical location
  + Health screening plan
  + Communication plan (high risk population exposure warning, physical distancing, and masks required communication strategy)
  + Sanitation plan to include name of disinfectant product used, cleaning and disinfection frequency of restrooms, high touch points, outdoor dining area
  + Plan to reduce crowd density in high traffic area (entry, food vendors, entertainment areas, etc.)
  + Max capacity management strategy (Recommend a tally counter for entry and exit points to ensure capacity doesn’t exceed guidance)