



Moore County Health Department
Environmental Health Section
PO Box 279, Carthage, NC 28327
Phone (910) 947-6283
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Temporary Food Event Organizer Application

This application must be filled out and submitted to Moore County Environmental Health (MCEH) to provide information about any expected food vendors at a special or temporary event in Moore County. This application must be filled out by the event organizer, not individual food vendors. This form is informational only. There is no fee associated with this application. Please include a map/layout of the event showing food vendor locations. Applications can be e-mailed to: **mcappleh@moorecountync.gov**

Please note:

- Temporary food vendors are required to submit the Temporary Food Establishment (TFE) application separately at least 15 days before the start of the event and pay the \$75.00 TFE permit fee for each selling location.
- North Carolina-permitted mobile food units (MFU's), food trucks, food trailers, and pushcarts may be required to obtain a TFE permit from MCEH depending on the duration of the event.
- Out-of-state-permitted mobile food units, food trucks, food trailers, pushcarts, and caterers **MUST** contact MCEH to determine if a TFE Permit is needed.

1) Name of Event: _____ Date of Application/Packet Submittal: _____

2) Address of Event: _____
Street City State Zip

3) Event Date(s): _____

4) Organizer Name: _____ Organizer Phone: _____

5) Organizer Email: _____

6) Organizer Address: _____
Street City State Zip

7) Additional Organizer Contacts: _____ Additional Phone: _____

8) Number of Anticipated Food Vendors: _____

9) Date/Time when food vendors will be ready for MCEH permitting: _____

10) Will the event organizer supply water for use by food vendors? Select all that apply.

☐ YES - Public water supplied by event organizer

☐

NO – All potable water to be supplied by food vendors.

☐ YES - On-site well (requires advanced testing by MCEH)

☐

Other: _____

11) Will the event organizer supply any of the following for use by food vendors?

☐

Electricity

☐

Refrigeration

☐

Toilet facilities

☐

Potable water line

☐

Recycling

☐

Garbage collection

☐

Grease disposal

☐

Wastewater disposal

12) Will the event include a petting zoo or pony rides?

☐

Yes *

☐

No

* If "yes", how many hand wash stations will be available? _____

List all participating food vendors (including Mobile Food Units and Pushcarts) below, use additional pages as needed.

Name of Vendor	Owner/Operator	Phone Number/E-mail	General Menu

List all participating non-profit vendors below.

G.S. 130-250 (7) allows establishments that are incorporated as non-profit corporations in accordance with Chapter 55 of the General Statutes, are exempt from federal income tax under the Internal Revenue Code as defined in G.S. 105-228.90, or 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 without obtaining a Temporary Food Establishment (TFE) permit.

Non-profit Name	Contact Person	Phone Number/E-mail	Registration Number

I certify that the information in this application is complete and accurate. I understand that any changes to the event's operation should be submitted to Moore County Environmental Health for review/approval prior to the day of the event. I understand that a permitting inspection of each TFE food required and if a food vendor is not in compliance with 15A NCAC 18A .2635, a temporary food establishment permit will not be issued.



Organizer Signature: _____ Date: _____

Submit this application, all food vendor applications, list of participating vendors, and event map/layout to: MCApplEH@moorecountync.gov