



DEPARTMENT OF HEALTH AND ENVIRONMENT

1525 Blue Spruce Drive  
Fort Collins, Colorado 80524-2004  
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**Event Coordinator Application**

**EVENT INFORMATION**

Name of the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Hours of the Event: (Days and times) \_\_\_\_\_

Expected number of patrons: \_\_\_\_\_

Expected peak day(s) if event is longer than 1 day: \_\_\_\_\_

Anticipated Number of Food Booths: \_\_\_\_\_ (*Complete Vendor Information List and Attach*)

Event Coordinators Name: \_\_\_\_\_

Coordinator's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Coordinator's Fax Number: \_\_\_\_\_

Coordinator's Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Coordinator's E-mail address: \_\_\_\_\_

Contact Person during the Event (if different from above): \_\_\_\_\_

Contact phone number for the day of the Event: (\_\_\_\_\_) \_\_\_\_\_

**SERVICES PROVIDED ON-SITE TO FOOD VENDORS** (Check all that apply and provide detail if necessary):

**Water Supply:**

- There is access to a 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 will be no electricity supplied on site.
- There is access to electricity 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 often will they be serviced? \_\_\_\_\_

**Toilet Facilities:**

- Public restrooms. How many (fixtures)? \_\_\_\_\_
  - Portable toilets. How many? \_\_\_\_\_
- How often will they be serviced? \_\_\_\_\_

**Hand Wash Facilities:**       Public restrooms. How many (fixtures)? \_\_\_\_\_  
    Portable hand wash stations. How many? \_\_\_\_\_  
   How often will they be serviced? \_\_\_\_\_

**Other Services:**               Refrigerated truck  
    Commissary kitchen (Provide a list of available equipment in kitchen.)  
    Ice

**TEMPORARY EVENT SITE MAP**

Provide a labeled map of the entire Temporary Event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)