

**Non-profit**  
**Include copy of 501c.3**



OFFICE USE ONLY  
 Late fee - \$50.00

*Working to Promote Health and Prevent Disease*

195 West 14<sup>th</sup> Street  
 Rifle, CO 81650  
 P 970.625.5200 Ext. 8130  
 consumerprotection@garfield-county.com

2014 Blake Avenue  
 Glenwood Springs, CO 81601

## Garfield County Event Coordinator Plan Review

Please submit this application to Garfield County Public Health **at least 30 days prior** to the event. **\*\*NEW\*\* A copy of EACH food vendor license/permit MUST be submitted with this application to be complete.** Incomplete plans will not be accepted. Plans submitted late (less than 30 days prior to event) will incur a \$50.00 late fee. Submission of application does not guarantee event approval.

Please complete the following information:	
Event Name:	Location of Event
<input type="checkbox"/> Single Event	Event Date:
<input type="checkbox"/> Multi-Day Event	Event Dates:
Time(s) of Event:	
Time vendors are required to be set up:	
Expected attendance:	Number of food vendors
Event coordinator name	Phone
E-mail	
Contact person and phone during the event (if different from above)	

**Please check which of following will be provided:**

Vendor services

- Event has a commissary for vendors
- Vendors have access to potable water tap(s) on site
- Vendors must bring their own potable water
- There will be wastewater collection available on site (wastewater may contain grease)
- Vendors are expected to dispose of their own wastewater
- Vendors have access to electricity on site
- Vendors may bring their own generators
- Mobiles may leave during multi-day events to access commissary
- Ice will be available on site

## Hygiene Facilities

- Toilets in permanently plumbed public restrooms. How many? \_\_\_\_\_
- Portable toilets. How many? \_\_\_\_\_
- Handwashing sinks in permanently plumbed public restrooms. How many? \_\_\_\_\_
- Portable handwashing stations. How many? \_\_\_\_\_

## Other

- Petting zoo
- Alcohol will be served at my event
  - Will ICE\* be served in beverages?  Yes  No
  - If yes, provide vendor information on the vendor list. \*Drink ice requires licensing.
- A carnival will be present at my event
  - Will the carnival be serving food?  Yes  No
  - If yes, provide vendor information on the vendor list

Please submit a map of the event site that includes the location of anything that was checked in the sections above, trash can/dumpster location(s), food booths, and at least one point of reference, such as a road.



