



FOR OFFICE USE ONLY
Event: _____
Date: _____
Location: _____

**ALEXANDER COUNTY COURTHOUSE PARK & ROTARY PERFORMANCE STAGE
SPECIAL EVENT PERMIT APPLICATION**

The purpose of this application is to provide information about your event or activity in order for various Alexander County departments and agencies to determine if the event meets the requirements of the Alexander County Special Events Ordinance. All events held on Alexander County property are required to complete a permit application and are subject to applicable permitting fees. All events held on private property requiring Alexander County resources are required to complete a permit application and are subject to applicable permitting fees.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan and a Certificate of Insurance naming Alexander County as additionally insured. The applicant is also responsible for notifying Alexander County of any changes prior to the scheduled event. Incomplete applications will not be accepted.

A complete application must be submitted at least 90 business days prior to the planned event to allow sufficient review time. The Review Committee may require additional information and/or a pre-planning meeting.

Applications and events are prioritized based on a first come-first served basis. Alexander County may approve or disapprove an event's requested date based on availability of resources. Events that occur on an annual basis will receive priority the following year; however, an annual application is required.

CHECKLIST OF REQUIRED ATTACHMENTS

- _____ **Completed and signed Special Event Application**
- _____ **Site Plan for Event**
- _____ **Parking Plan for participants and volunteers (May be included on Site Plan)**
- _____ **IRS Letter of Determination (required from non-profit applicants only)**
- _____ **Certificate of Insurance naming Alexander County as additionally insured**

**Submit completed application to:
Alexander County Parks & Recreation
Special Event Review Committee
ATTN: Connie Kincaid
151 West Main Avenue
Taylorsville, NC 28681
828-352-7757
ckincaid@alexandercountync.gov**

APPLICANT INFORMATION

Name of Event: _____

Applicant Name & Title: _____

Organization: _____

Mailing Address: _____

City-State-Zip Code: _____

Telephone: _____ **Mobile:** _____ **Email:** _____

Description of Event: _____

Event Address: _____

Date of Event: _____

Event Start Time: _____ **Event End Time:** _____

Road Closure Begins (if applicable): _____ **Road Closure Ends:** _____

Set-Up Begins: _____ **Clean-Up Ends:** _____

Preferred Date & Time of Inspection (Fire, Building, Health-if applicable) _____

Estimated Attendance: _____

The Event is: _____ **Private (by invitation only)** OR _____ **Open to the Public**

Describe the procedures to be used for selecting participants and vendors for the event: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

A pre-planning meeting may be required and will be scheduled to include the appropriate staff. The event applicant must attend the meeting. The County reserves the right to require others to attend.

EVENT LOGISTICS

Will tent(s)* be used for event? _____ Yes _____ No _____ Number
 *A tent is a structure, enclosure, or shelter with or without sidewalls or drops.

Will a membrane structure(s)** be used for the event? _____ Yes _____ No _____ Number
 **A membrane structure is an air-inflated or air supported structure.

Will electric generators be used? _____ Yes _____ No _____ Number
 If yes, will power distribution boxes be used? _____ Yes _____ No _____ Number
 Please provide information for contractor supplying generator power:

NAME: _____ PHONE: _____ EMAIL: _____

Will electric power from an existing public electric outlet be used? _____ Yes _____ No
 If yes, specify location of the public outlet to be used? _____
 Please provide information for person responsible for set-up of power:

NAME: _____ PHONE: _____ EMAIL: _____

Will you have musical entertainment at your event? _____ Yes _____ No _____ Number of Bands
 If yes, specify type of music: _____

Will a portable or temporary stage be used? _____ Yes _____ No
 If yes, please provide information for contractor providing the temporary stage:

NAME: _____ PHONE: _____ EMAIL: _____

Will your event use amplified sound? _____ Yes _____ No
 Indicate times of amplification: Start Time: _____ Finish Time: _____

Security provided by _____ Number of Security Personnel _____

Will alcoholic beverages be served? _____ Yes _____ No (If yes, NC ABC permit required)

Will alcoholic beverages be sold? _____ Yes _____ No (If yes, NC ABC permit required)

What type of alcohol will be served: _____ Draft Beer _____ Can/Bottle Beer _____ Wine

Who will be serving alcohol? _____

Times alcohol will be served or sold? _____

Location within event site where alcohol will be served: _____

Have you applied for a North Carolina temporary ABC permit? _____ Yes _____ No

Sanitation provided by: _____ Number of Sanitation Personnel: _____

Number of trash receptacles to be used: _____ Number of Dumpsters to be used: _____

Does your event include mechanical rides or similar attractions? _____ Yes _____ No
 If yes, please describe: _____

Insurance Provider: _____

Certificate of Insurance is attached _____ Yes _____ No

Will Pyrotechnics or other Hazardous Devices be used? _____ Yes _____ No

If yes, please provide information for contractor providing the pyrotechnics:

NAME: _____ PHONE: _____ EMAIL: _____

**ALEXANDER COUNTY COURTHOUSE PARK AND ROTARY PERFORMANCE STAGE
RENTAL FEES**

Use of the park and stage facilities for a special event requires an Alexander County Special Event Application approved by the Alexander County Special Event Review Committee. Facilities and event dates are considered a firm contractual commitment **ONLY** upon execution of the Park and Stage Rental Agreement with payment of the full rental fee and refundable security deposit.

Rental of the Alexander County Courthouse Park facility includes use of the Rotary Performance Stage, seating area, restrooms, on-site parking lot, electricity, and water. The Splash Pad and Restrooms remain open to the public during permitted events. All Rules regulating the use of Alexander County property apply.

Prohibited items include foggers, hazers, open flames, confetti cannons, and pyrotechnic devices. All productions are prohibited from drilling, nailing, screwing, stapling, or otherwise attaching anything to the stage floor, stage walls, restrooms (inside or outside), or any other park amenities.

Rental fees are due at the time the rental agreement is signed and **PRIOR TO** marketing and/or ticket sales for the event. Alexander County retains the right to review and approve all marketing and promotional materials related to the event for which the park and stage are being rented. Alexander County will market the performance via the county website and social media sites at the discretion of the county. Print and other marketing efforts are the responsibility of the Renter unless otherwise agreed upon in writing.

A refundable Security Deposit in the amount of \$300 must be remitted when the agreement is signed. The return of the Security Deposit will be determined by the condition of the park, stage, and restrooms once the special event ends and a County representative assesses conditions following the event. Damages in excess of \$300 as a result of the event will be paid by the Renter.

Type of Rental	Description		Daily Fees
For-Profit	Local		\$ FREE
	Outside County		\$ 200 per day*
Non-Profit	Local		\$ FREE
	Outside County		\$ 100 per day*
Maintenance/Cleaning	Post-event cleaning of restrooms; General maintenance of stage		\$ 150 per day
Security Deposit	<i>Refundable at end of event</i>		\$ 300
Cancellation Fee	30 days in advance of event	25% of rental fee	\$
	Less than 30 days before event	75% of rental fee	\$
County Personnel	Depending on estimated attendance, Emergency Medical or Sheriff's Office personnel may be required.	Anticipated attendance exceeds 1,000 people	\$ 30 per hour per person with 3-hour minimum**

* Load-in days, rehearsal days, and load-out days are charged the same as performance days.

** County personnel fees must be paid directly to Alexander County Government.

RULES REGULATING THE USE OF ALEXANDER COUNTY PROPERTY FOR SPECIAL EVENTS

1. Special events held on real property owned or leased by Alexander County require a permit.
2. Special events held on private commercial property do not require a Special Event permit, yet must comply with all applicable North Carolina Fire Code and Building Code laws and ordinances. Alexander County requests that event organizers for events held on private commercial property submit a Special Event Application to aid with planning and resource allocation purposes.
3. The County Manager's Office reserves the right to reject any application as to the use of any area described above for any special event. If the County Manager's Office learns that the event or vendors participating were misrepresented or that the event in any way fails to comply with the rules regulating the use of county property or fails to comply with any applicable local, state, or federal laws, it reserves the right to rescind any approved application up to and during the course of the event. In the case of a special event being held at a county-owned facility for which a rental fee is usually charged, the normal rental fee shall be charged to the applicant unless the County Manager's Office waives such rental fee.
4. Application must be filed with Alexander County Parks & Recreation Department, 151 West Main Avenue in Taylorsville, or by email to kincaid@alexandercountync.gov, at least ninety (90) business days prior to the time that the applicant desires to first take possession of the area to make preparations for the special event.
5. The applicant shall provide to Alexander County at least two (2) weeks prior to the beginning of the public participation in the special event a list of all of the vendors or others having booths or display tables during the special event. No other persons may sell merchandise or operate any booth or display tables during the special event, unless the applicant, in writing, requests to amend such list accordingly and permission is granted.
6. No motor vehicles or other large equipment or manufactured items or livestock will be permitted within the area unless they are clearly identified and described and the proposed location is stated in the application and specific approval is given.
7. The size and type of temporary construction and location of display tables and booths or tents must be described generally in the application; all temporary construction must be safe and self-supporting; no spikes or other holding devices may be driven into the ground of any street, sidewalk, or tied to any tree or monument.
8. When food preparation, painting, pottery-making activities, or similar activities are held, appropriate protective materials must be placed over any paved areas for protection.
9. No tents may be placed in the special event area without approval from the Special Events Review Committee.
10. Public address systems or entertainment amplification may be used only if specifically requested in the application and permission given, including limitations as to use.
11. Sufficient portable toilets shall be provided for the expected number of participants.
12. During events held on county owned or leased property, the applicant shall assume full liability for all accidents or claims of accidents as a result of activities taking place at a special event and during the time the area is being readied for the event and while it is being cleaned up following the event. A copy of the insurance policy must be submitted to Alexander County prior to the event. The applicant must add the county as additionally insured on the policy. The policy is to be one of comprehensive general liability in the amount of not less than One Million Dollars (\$1,000,000.00)

for bodily injury per person and One Million Dollars (\$1,000,000.00) per occurrence and not less than One Hundred Thousand Dollars (\$100,000.00) for property damage per occurrence. Events held on private property do not require a Certificate of Insurance naming Alexander County as additionally insured.

13. If the applicant desires to sell or serve alcoholic beverages, it shall specifically state in the application and shall provide a sketch of the area where the alcoholic beverages will be sold or consumed. The area shall be delineated by barricades, with the entrance clearly marked and so constructed as to allow ready control of patrons, including viewing of identification to avoid underage persons being within the barricaded area. Signs shall be posted and state no one shall leave the barricaded area with alcoholic beverages. Application must be made to proper State authorities for special permit for sale of alcoholic beverages. Liquor Liability Insurance must be provided in addition to required General Liability. Special permit shall be available for inspection by Alexander County officials at any time.
14. The applicant will be responsible for the security or protection of any articles, items, merchandise, display tables, booths or other property owned by the applicant or others participating in the special event.
15. Applicants must comply with all applicable provisions of the North Carolina Fire Code and must at all times ensure that all fire lanes in the special event area remain unobstructed.
16. Applicants must comply with all Health Department regulations pertaining to the scheduled event.
17. Applicants must comply with the requirements of the Alexander County Sign Ordinance. Signs or banners installed by county personnel are subject to an installation fee.
18. Events must comply with any and all local, state, and federal laws.
19. No person shall bring an animal, on a leash or otherwise, into the boundaries of the special event. The boundaries and the interior of a special event shall consist of any approved area of the special event. Exceptions shall include service dogs or other animals relied upon by persons with disabilities, and animals owned and controlled by public law enforcement agencies, or animals used by a vehicle for hire in accordance with applicable county ordinances. The event organizer is responsible for posting signs at event entrances citing "No animals are allowed except certified service animals" stating Alexander County Special Event Ordinance Section 03, (C), (5). The special event organizer and/or sponsor are responsible for immediately cleaning up and removing all animal waste from animals that are part of an authorized event. All animal waste shall be disposed of properly. The event organizer may request a waiver from this policy/ordinance. The sponsor shall submit plans specifying how the public will be protected from the animals. Requests shall be reviewed as part of the special event permitting process and may be approved or denied as part of the process.



ALEXANDER COUNTY
EMERGENCY SERVICES DIVISION



OFFICE OF FIRE MARSHAL

621 Liledoun Rd.
Taylorsville, NC 28681
OFFICE: (828) 632-9336
FAX: (828) 632-1707

Mark Earle
Fire Marshal

Garrett Huffman
Deputy Fire Marshal

SPECIAL EVENT INSPECTION CRITERIA

The Alexander County Fire Marshal's Office is responsible for providing a safe environment for Alexander County. The Fire Marshal's Office is mandated to enforce the North Carolina Fire Prevention Code. This includes all businesses and special events throughout the county. In order to provide a safe environment for vendor's and public during special events the following criteria will be met.

TENTS AND MEMBRANE STRUCTURES:

1. **503.2.1** Fire Apparatus road shall be provided and shall have an unobstructed width of not less than twenty (20) feet.
2. **3103.8.2 Location.** Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustible engines. For the purpose of determining required distances, support ropes, and guy wires shall be considered as part of the temporary membrane structure or tent.
3. **3103.8.6 Fire Break.** An unobstructed fire break passage or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.
4. **3103.9 Anchorage required.** Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structure stability shall be furnished to the fire code official on request.
5. **3104.4 Flame Propagation performance treatment.** All tents and membrane structures shall have a tag or a certificate executed by an approved testing laboratory certifying that the tent or membrane structure and their appurtenance: sidewalls, drops, and taraulines; floor coverings, bunting, combustible decorative material, and effects, including sawdust where used on floors or passageways, are composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 or CPAI-84 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of Test Method 1 or Test Method 2 of NFPA 701.
6. **3104.5 Combustible Material.** Combustible materials such as hay, saw dust, and shavings, shall have a minimum clearance of 20 feet from any tent or membrane structure.
7. **3104.6 Smoking.** Smoking shall not be permitted in tents or membrane structure. Approved "No Smoking" signs shall be conspicuously posted.
8. **3104.19 Separation of generators.** Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosures or other approved means.
9. **3104.20 Standby personnel.** Where, in the opinion of the fire code official, it is essential for public safety in a tent or membrane structure used as place of assembly or any other use where people congregate, because of the

number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent, or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

10. **3104.20.1 Duties.** Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure.
11. **3104.20.2 Crowd managers.** There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved.
12. **3104.21 Combustible vegetation.** Readily ignitable vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within 30 feet.
13. **3104.22 Combustible waste material.** The floor surface inside tents or membrane structures and the grounds outside and within a 30 foot perimeter shall be kept free of combustible waste and other combustible material that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises not less than once a day during the period the structure is occupied by the public.

HEATING AND COOKING EQUIPMENT

1. **3104.15.1 Installation.** Heating or cooking equipment tanks, piping, hoses, fittings, valves, tubing, and other related components shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code, and shall be approved by the fire code official.
2. **3104.15.3 Location.** Cooking and heating equipment shall not be located within 10 feet of exits or combustible material.
3. **3104.15.5 Cooking Tents.** Tents with side walls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than 20 feet.
4. **3104.15.6 Outdoor Cooking.** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.
5. **3104.16.2 Location of containers.** LP-Gas containers shall be located outside. Safety release valve shall be pointed away from tents and membrane structures.
6. **3104.16.3 Protection and Security.** Portable LP-Gas containers, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards, and shall be located in an approved location. Portable LP-Gas containers shall be securely fastened in place to prevent unauthorized movement.

PORTABLE FIRE EXTINGUISHERS

1. **906 Portable Fire Extinguishers.** Portable fire extinguishers shall be installed in all of the following locations:
 - a. Table 906.1 Tents and membrane structures.
 - b. In areas flammable or combustible liquids are stored, used or dispensed.
2. **906.2 General requirements.** Portable fire extinguishers shall be selected, installed and maintained in accordance NFPA 10. It must be serviced within the last year, with a service tag attached or bought new within the last year with proof of receipt.
3. **906.4 Cooking grease fires.** Fire extinguishers shall be provided for protection of cooking grease fire shall be of an approved type compatible with the automatic fire-extinguishing system agent and in accordance with section 904.12.5.
4. **904.12.5 Portable fire extinguishers for commercial cooking equipment.** Portable fire extinguishers shall be provided within a 30 foot distance. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a class K rated portable extinguishers.



ALEXANDER COUNTY
EMERGENCY SERVICES DIVISION



OFFICE OF FIRE MARSHAL

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Garrett Huffman
Deputy Fire Marshal

Public Safety Plan

Sponsor's Name:

Address:

Date:

Purpose:

The purpose of this plan is to maintain public safety for all persons in attendance of an event whether indoors or outdoors and to provide emergency vehicle access to structures for the purpose of fire protection, emergency medical care, and rescue operations.

Emergency Vehicle Ingress and Egress:

Fire Protection:

Emergency Medical Services:

Public assembly areas:

The directing of both attendees and vehicles, including parking of vehicles:

Vendor and food concession distribution:

The need for presence of Law Enforcement:

The need for Fire and Emergency Medical Services Personnel:

NOISE PERMIT APPLICATION FOR SPECIAL EVENTS

1. Describe the benefit to the residents of Alexander County from the proposed event or activity:

2. Describe the nature, extent, and duration of the noise to be emitted from the event or activity:

3. Describe the proximity of the proposed event or activities to residences, places of business, schools, churches, institutions, and other facilities likely to be exposed to the noise:

4. List the time of day and date of the proposed event or activity:

_____/_____/_____ :_____ until _____ :_____
DATE START TIME END TIME

THIS APPLICATION MUST BE SUBMITTED TO ALEXANDER COUNTY SHERIFF CHRIS BOWMAN 30 DAYS PRIOR TO PLANNED EVENT OR ACTIVITY.

Name of Applicant: _____

Organization: _____

Address: _____

Phone Number: _____

Signature of Applicant: _____

**The above signed acknowledges that he/she understands and agrees that all activities must cease by 11:00 PM in accordance with the Alexander County Code of Ordinances, Chapter 92: Prohibited Noises. Violations are as follows:
1st Time: Verbal Warning
2nd Time: Citation
3rd Time: Arrest**

*Alexander County Health Department
Department of Environmental Health
6125 NC Hwy 16 South
Taylorsville, North Carolina 28681
(828) 632-1000 ext # 311 (828) 632-1354 fax*

REQUIREMENTS FOR FOOD SERVICE AT FESTIVALS AND SPECIAL EVENTS

The North Carolina "Rules Governing the Sanitation of Restaurants and Other Foodhandling Establishments" require that certain food service operations located at festivals and special events obtain a **Permit to Operate** from the local health department before starting operation. *Exemptions and exceptions from these requirements are found at end of this set of instructions.* The information in this document is intended to help you understand what is needed and what will be expected of an operator while the festival or event is in progress.

A temporary food establishment means those food or drink establishments which operate in connection with a fair, carnival, circus, public exhibition, or other similar gathering for a period of 15 days or less.

Permit to Operate: Before the event starts, an Environmental Health Specialist will visit your site, to examine your set up and equipment placement. **It is the responsibility of each food vendor to meet these requirements.** If all requirements of the Rules have been met, a permit to operate will be issued. No food service or food preparation is allowed on the site until you have received this permit. Your acceptance of this permit constitutes agreement to keep the site as originally permitted throughout the duration of the event and that you agree to operate in accordance with all statutes, rules, regulations in 15A NCAC 18A Section .2600 and any specific conditions which may be included on the permit. During operation you may be requested to remedy problems observed by the Environmental Health Specialist; prompt compliance is required.

Tent: Temporary food establishments are to conduct their business inside a trailer, tent, or other approved enclosure possessing a roof which is capable of retarding rain, dust, dirt, insects, and other contaminants. All cooking, and storage items must be kept under the tent at all times.

Screening: Pest control measures that are approved and appropriate must be provided at all times. Tent structures should be enclosed on three sides with fine mesh or other screening that will allow air to pass. (Check with the local Fire Department to determine compliance with applicable fire codes.) An opening or parting of the screen is allowed immediately behind a stove or grill to prevent potential fire hazards. Approved fly fans may be considered as an acceptable alternative, if their use can be proved to be effective.

Floor: Start with a clean space and keep it clean. If a problem occurs such as a grease spill, clean it up immediately using the proper techniques; do not wash such spills down storm drains.

Storage: Nothing is allowed on the floor or ground except equipment with legs or non-absorbent empty crates. All storage and equipment items whether wrapped or not must be kept above the floor and under tent at all times.

Sneeze Guards: Food and food contact surfaces near the customer must be properly protected from customer exposure. The proper use and installation of a sneeze guard (tempered glass or something equal) positioned on the top, front, and ends may be considered acceptable. The use of plastic wrap or similar material can not be approved. Sneeze guards are not required if exposed cooking surfaces are positioned in a manner that will limit potential customer access; typically a separation of 30" is acceptable. The placement of a barrier or table, a minimum of 30" in width, between the food preparation and customer serving location is usually deemed acceptable.

Cleaning: All equipment must be cleaned thoroughly and maintained in a sanitary condition upon arrival and throughout the event. Running water under pressure shall be provided by a potable water or food grade hose (food grade hoses may be purchased at home improvement centers such as Lowes, Home Depot, and RV camping centers). These hoses are usually all white with a small blue stripe. Commercially bottled water can also be used. At least a single vat sink which is capable of holding the largest utensil that will be used during operation must be provided. You must have one drain board or some specific counter space to use along with the washing operation positioned adjacent to the sink. An approved equipment washing setup may be laundry type sink from a hardware store, with a table placed beside the sink for drainboard space.

Hot Water: Heated water must be provided for the hand-washing basin utensil sink. The minimum equipment acceptable for this provision would be a pot of water on a stove.

Hand-washing: Employees must be provided with a convenient way to wash their hands. This can consist of a handwashing lavatory with warm water equipped with a combination supply faucet or a wash pan. You must provide soap and disposable towels for the proper washing of hands.

Toilets: Convenient and approved toilets shall be provided for employees. Temporary public toilet facilities provided on the grounds are acceptable if they are reasonably convenient, adequate, and kept clean.

Refrigeration: Mechanical refrigeration units should be used for the storage of potentially hazardous foods. They must have thermometers and be able to maintain a temperature of 45 degrees or below. Temperatures must be monitored throughout the event by a stem-type thermometer. A cooler of approved material and construction may be accepted if the food is kept properly iced to maintain 45 degrees or below at all times. The coolers shall be drained as often as necessary to prevent foods from being submerged in ice water. Styrofoam coolers and coolers of similar construction **WILL NOT be accepted.**

Hot Holding of Food: Any foods that are kept hot after cooking are to be kept at 135 degrees or higher until served.

Stem Thermometers: All stands must provide a stem-type (0-220 degree scale). Workers should monitor food temperatures frequently. Use the thermometer to be sure that all hot and cold foods are held at approved temperatures.

Garbage: Watertight garbage cans with tight-fitting lids must be provided by each stand. Garbage and refuse must be removed daily and disposed of in an approved, sanitary manner.

Wastewater and Sewage: Wastewater from the stand must be emptied into a sanitary sewer. Do not empty storage tanks or catch buckets into storm drains or onto the ground. An approved holding tank, such as a blue holding tank for RV trailers or enclosed storage container, must be provided for holding wastewater until it may be properly discarded.

Transport of Foods: All foods must be protected while in transit to the permitted temporary foodservice establishment. **Precooked foods prepared off site shall only be prepared in a kitchen approved and permitted by the local health department or Department of Agriculture.** Transport containers must be able to maintain proper temperatures for a reasonable amount of time, keep out potential contamination, be non-absorbent, and easy to clean.

Source of Foods: All foods shall be clean, wholesome, free from adulteration, and obtained from an approved source. Wrapped sandwiches shall be obtained from an approved source. **Partial cooking or marinating of foods prior to arrival at the temporary foodservice facility is not permitted.** Foods prepared by local groups shall be prepared in an approved kitchen permitted by the local health department, and such groups shall maintain a record of the type and origin of such foods. These foods shall be prepared, transported, and stored in a sanitary manner protected from contamination and spoilage.

Hamburgers and Poultry: Hamburgers shall be obtained from an approved market or plant in patties separated by clean paper, or other wrapping material, and ready to cook. Additionally, poultry must be prepared for cooking in an approved market or plant. In other words, you can not make hamburger patties or cut up chicken within the stand at the event.

Prohibited Foods: Potentially hazardous foods such as cream-filled pastries and pies, and salads such as potato, chicken, ham, crab, etc., shall not be served in a temporary food establishment.

Drinks: Drinks served shall be limited to bottled or canned drinks, single-portion containers of milk, coffee, or carbonated beverages from approved dispensing devices, and other non-potentially hazardous drinks. Non-potentially hazardous beverages include but may not be limited to tea, lemonade, orangeade and smoothies prepared from commercially processed fruits or vegetables.

Diseases: No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier or organisms that cause such as disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces, with disease-causing organisms or transmitting the illness to other persons.

Worker Information: Hair nets or caps shall be worn at all times by employees or workers preparing or serving food or drink, and no tobacco should be used in any form while in foodservice area.

Mobile Food Units and Pushcarts: These units already have permits to operate, but they must comply with all the requirements of their permit when operating at the event. This means that the mobile food unit permit must be posted so that it can be read by customers, and the mobile food unit must return daily to its commissary for supplies, cleaning, and servicing.

If the Mobile Food Unit or Push Cart does not comply with permit requirements for the permit which it holds, the vendor will not be allowed to operate at the event unless the temporary foodservice establishment requirements are met and a temporary foodservice establishment permit is obtained.

Exemptions: The following foodservice operations will not require a permit, however exempt establishments are encouraged to follow the food safety items noted in the above document:

- Facilities where only items such as; dip ice-cream, popcorn, candy apples, candy, fried apple pies, cotton candy, funnel cakes, packaged items (chips or peanuts), or soft pretzels are served.
- Facilities that prepare drinks that are not potentially hazardous served in single served containers.
- **Effective October 15, 2001** some establishments are exempt from the permitting requirements in the foodservice rules. In order to operate under the exemption, the facility must meet one of the following conditions: (i) facilities that are incorporated as nonprofit corporations in accordance with Chapter 55A of the General Statutes or (ii) that are exempt from federal income tax under the Internal Revenue Code or (iii) that are political committees as defined in G.S. 163-278.6(14). A facility meeting one of the three conditions may sell food without a permit, but is limited to selling no more frequently than two consecutive days, once per month. The once monthly operation is based on a calendar month. This continues to allow food preparation and sales by organizations such as: Churches, Civic Clubs, Service Organizations, Scouts, Booster Clubs, Fire Departments, Other Similar Non-profit Groups, Political Committee Fund Raising, Organizations Exempt From Federal Income Tax that meet the above noted requirements.

Questions: Please contact the Alexander County Environmental Health Department office at (828) 632-1000 Ext# 311 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, if you have any questions on these requirements.



Alexander County Environmental Health Department
828-632-1000 ext# 311 fax 828-632-1354

Temporary Food Establishment (TFE) Food Vendor Application

This application must be completed and submitted to the Alexander County Environmental Health Department to provide information about all food preparation and sales to the public at any public event or exhibition within Alexander County.

Please Note: A fee of \$75.00 will be required for each Temporary Food Establishment application and must be paid with the submission of each Food Vendor Application. This application must be completed and returned to the Alexander County Environmental Health Department no less than two weeks before the event. Vendors arriving at the event without having submitted an application will be inspected after all other vendors have been inspected and permitted and this application has been completed. All vendors must comply with all applicable rules before permit will be issued.

1. Name of Event: _____

2. Location of Event: _____

3. Vendor Name: _____

4. Vendor Business Name: _____

5. Vendor Address: _____
Street Number and Name State Zip

6. Vendor Telephone: (8-5): _____ (Evening): _____

7. Date(s)/Time(s) of Operation: _____

8. Will vendor prepare food prior to the event? Yes No

If "yes", all food must be prepared in an approved kitchen of a restaurant /facility (not a home/domestic kitchen). Provide the name and address of the restaurant/facility in which the advanced food preparation will occur:

Name of Facility: _____

Address of Facility: _____
Street Number and Name State Zip

Date/time of advanced preparation: _____

Approval to use facility granted by: _____ Telephone: _____

Temperature control during transport to event provided by: _____

9. Describe equipment to be used at the event for the following (*required for each booth):

Cold Holding: _____

Hot Holding: _____

Cooking: _____

Reheating: _____

Utensil Washing*: _____

Hand Washing*: _____

Fly Control*: _____

10. Source of water for food booths:

Public Water Supplied by Organizer

Water Supplied by Food Vendor

On-Site Private Well

Bottled Water

11. Describe disposal method for:

Garbage: _____ Waste Water: _____

Grease: _____

12. Provide a complete list of all food/menu items, including ice in the chart below and check "Advanced Preparation" if the food will be prepared prior to the event or check "Prepared at Event" if no advance preparation is needed:

Food/Menu Items	Place of Purchase	Advanced Preparation	Prepared at Event

13. Check the box which describes your food booth set up:

- 3-sided Tent
 Tent with fans
 Mobile Trailer Unit
 Pushcart unit

14. Describe TFE flooring: _____

15. Will the TFE be connected to:

- Water
 Sewer
 Electricity

16. Draw a diagram depicting your food booth set-up. Indicate placement of hand washing station, utensil washing sink, drying rack, fan placement (if applicable), cooking equipment, refrigeration, preparation areas, and all equipment and food protection barriers:

Vendor Signature: _____ Date: _____

For Office Use Only	
EHSComments: _____	

EHS Signature _____	Date _____