



Fulton County Board of Health Environmental Health Services

SPECIAL EVENTS ORGANIZER INFORMATION PACKET

PACKET CONTENTS

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- Application For Permit To Operate A Special Food Service
- Application For Special Event Organizer Non-Food Permit
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- Fee Schedule
- Booth Design Grid

North District Office

3155 Royal Drive, Suite 150, Alpharetta, Ga. 30022
Telephone 404-332-1801 • Fax 404-893-6241

Central District Office

10 Park Place SE, Suite 400, Atlanta, GA 30303
Telephone 404-613-1303 • Fax 404-730-5571

South District Office

1920 John Wesley Avenue, Suite 212, College Park Ga. 30337
Telephone 404-763-5579 • Fax 404-762-1359



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Exemption Status

Pursuant to O.C.G.A. §§ 26-2-390 et seq., certain special events are exempt from requirements as set forth in the Fulton County Code of Ordinances and Code of Resolutions, Chapter 34 Health and Sanitation, specifically Food Service-Article V, Drinking Water- Article IV, Sewage Disposal-Article XI and Solid Waste-Article X.

Check the following that apply:

- The event is sponsored by a political subdivision of this state or by an organization exempt from taxes under paragraph (1) of Subsection (a) of Code Section 48-7-25 or under Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501(c) of the Internal Revenue Code, as that code is defined in Code Section 48-1-2 (**Submit appropriate Internal Revenue Service document**).
- The event lasts 120 consecutive hours or less.

* If both boxes are checked and appropriate documentation submitted, the special event is exempt by law from regulation by the Fulton County Department of Health and Wellness (FCDHW). The FCDHW, Environmental Health Services (EHS) Division will not be performing inspections and is not responsible for the assurance of safe food, free public drinking water, adequate sewage disposal and proper collection and storage of solid waste at this event. However, FCDHW is available for providing training in these areas upon request and will respond to complaints.

Preferred Contact Method: Telephone Email Fax

* If both boxes are **not** checked, the Special Events Organizer Package must be completed

I, _____, acknowledge by signing that I am responsible for the assurance of safe food, free drinking water,
Organizer (Name)

adequate sewage disposal and proper collection and storage of solid waste at this event.

Organizer Signature	Date
Special Event Exempt Sponsor Representative Signature	Date

=====EHS DEPARTMENTAL USE ONLY=====

IRS Document attached Control # _____ _____
EHS Staff Date



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SPECIAL EVENT FOOD VENDORS BASIC REQUIREMENTS

Fulton County Department of Health and Wellness
Environmental Health Services Division

- Each food vendor must provide signage with name of booth for identification.
- Each food vendor must have approved hand washing station, which will be a container with free flowing water faucet.
- Each food vendor must have a stem thermometer for taking hot and cold food temperatures.
- Each food vendor booth must have screening on all four sides as long as this does not conflict with codes the fire marshal has to enforce. If there is, then the organizer of the event will need to help in creating a solution. Screening requirements will be as follows:
- No rolled up screening,
 - Screening must be securely attached at top and not attached with shower curtain design.
 - Must be secured at all four corners.
 - Must be attached to with stand normal weather conditions.
 - Screening for doors must overlap side screening.
 - Window openings must be no greater than 24 inches by 24 inches.
 - Screening must be at least 16 mesh to the inch.
- Each food vendor must have appropriate floor coverings inside of the tents.

The above items must be in place before a special event food permit will be issued.

****If the event is longer than one day, please provide an operating schedule.****



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FULTON COUNTY BOARD OF HEALTH TEMPORARY FOOD SERVICE ORGANIZER APPLICATION

The Temporary Food Facility Event Organizer Applications and Vendor Applications must be submitted by the Event Organizer to the Fulton County Board of Health, Environmental Health Services. The Event Organizer is responsible for submitting all vendor applications in their **entirety** at least **thirty (30) Business days** prior to the event. Fulton County Board of Health Senior Environmental Specialists and Temporary Event Organizer will assist the applicants during the application process. **All fees are due when the application is submitted to the Fulton County Board of Health. Partial payments will NOT be accepted.** All payments should be made to:

Fulton County Environmental Health Services

EVENT ORGANIZER CONTACT INFORMATION

Event Name:							
Event Date(s):		to		Hour(s):		to	
Event Location							
Event Street Address:			City:		State:	Zip:	
Event organizer(s) name(s) and contact information [Two (2) separate individual's contacts required]							
	<u>Name</u>	<u>Phone number(s)</u>			<u>E-mail Address</u>		
Primary Contact:							
Secondary Contact:							
Primary Organizer Mailing Address		Street:					
City	State:			Zip:			
ORGANIZER TEMPORARY EVENT DETAILS:							
Number of food vendors during this event:	Event Category: <input type="checkbox"/> Fair <input type="checkbox"/> Craft Show <input type="checkbox"/> Festival						
	<input type="checkbox"/> Concert <input type="checkbox"/> Market/Show <input type="checkbox"/> Other						
							<input type="checkbox"/> Sporting Event
Set up time for food vendors:				Will set up times be the same for all vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Allotted time frame for set up:					to		



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Free Potable (drinking) water/ Fountains <input type="checkbox"/> No <input type="checkbox"/> Yes		How will drinking water be provided?		
Garbage Disposal Provider:	Number of Trash Receptacles Available: _____	Garbage Disposal Pick-Up Frequency:		
Will Tents be used or provided?		<input type="checkbox"/> No <input type="checkbox"/> Yes, size and type:		
Number of hand washing stations:		Expected Peak Crowd Size:	Provider:	
Number of toilets (portable):				
<u>ORGANIZER VENDOR'S INFORMATION</u>				
Will liquor be served at this event? <input type="checkbox"/> No <input type="checkbox"/> Yes		If <u>YES</u> have you obtained liquor license from your local municipality? <input type="checkbox"/> No <input type="checkbox"/> Yes		
<p><u>LIST ALL FOOD VENDORS:</u> Include vendors selling items from: Permitted Mobile Food Units, Pushcarts, and Kiosks. Private events (VIP) may also require a permit so include them on this list. <i>*(Please note that All Mobile Food Units must have a valid Fulton County Food Permit and provide an updated route sheet, and vending approval letter 7 days <u>PRIOR</u> to vending at this location).</i></p>				
<u>Booth/Vendor Name</u>	<u>Owner/ Operator Name</u>	<u>Phone Number</u>	<u>E-mail</u>	<u>Vendor Type</u> <i>(mobile, Tent)</i>



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**DO NOT WRITE BELOW THIS LINE
[DEPARTMENTAL USE ONLY]**

DRAW THE EVENT AREA including vendor location, tents, Mobile Units, Push Carts, Kiosk, Portable Handwashing Stations, Portable Toilets, and Garbage Disposal bins

Statement: I Hereby certify that the above information is complete and accurate. I fully understand that:

- The application must be submitted to the Fulton County Board of Health, Environmental Health Services at least thirty **(30) Business days prior to the event.**
- Any applications submitted after 30 days prior to the event will be subject to double fees.
- Any deviation from this application without prior written permission from the Fulton County Board of Health will nullify final approval and prevent issuance of a temporary food establishment permit(s) to food vendors.
- A set time for the pre-opening inspection (with operable hand washing stations and equipment in place) at each temporary food vendor booth will be required before a permit can be issued.
- Food/drink that is prepared before permitting (without prior approval from Fulton County Board of Health) will nullify any opportunities to vend at this event.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: federal, state, and local).

Event Organizer: _____

Date _____



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FEES:

- Organizer Fee= \$110.00
- High Risk Fee= \$73.00 per day
- Low Risk Fee = \$37.00 per day
- Plan Review Fee= \$146.00 per vendor
- Non Food Permit Fee: \$146.00

Organizer Fee Calculation:

$$\boxed{\$110.00 \text{ Organizer Fee}} + \boxed{\text{Plan Review fee (per vendor)}} \times \boxed{\# \text{ of Vendors}}$$

Example:

$$\$110.00 + \$146.00 \times (6) \text{ vendors} = \underline{\$ 986.00}$$

Inspection Fee Calculation:

$$\boxed{\# \text{ of event days}} \times \boxed{\# \text{ of vendors}} \times \boxed{\text{Risk Fee}} = \text{Total Cost}$$

Example:

Event Length: 5 days

$$\boxed{5 \text{ days Event}} \times \boxed{(6) \text{ vendors}} \times \boxed{(73.00) \text{ High Risk}} = \underline{\$ 2190.00}$$

$$\boxed{5 \text{ days Event}} \times \boxed{(6) \text{ vendors}} \times \boxed{(37.00) \text{ Low Risk}} = \underline{\$1110.00}$$

ORGANIZER FEE PAID: _____

Date: _____

INSPECTION FEE PAID: _____

Date: _____

**Total # of Non-sewered Toilet
Units required:**

_____ units

**Total # of Drinking Water
Units Required:**

_____ units

**Total # of Solid Waste
Receptacles Required:**

_____ units

Total # of Units (Nonsewered Toilet, Drinking Water, and Solid Waste): 1 – 30 units 31 – 75 units 75+units

Approval Date: ____/____/____

_____ Permit #

Initial Permit Date: ____/____/____

Permit Expiration Date: ____/____/____

District Assignment: _____

Territory Assignment: _____



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