

P.O. Box 20,000 Grand Junction, CO 81502-5033 (970) 248-6900 www.health.mesacounty.us

## **Event Coordinator Plan Review**

Please submit this plan review and \$100 plan review fee at least 30 days prior to your event. The plan review fee covers an hour and a half of plan review time. Additional plan review time will be billed to the Event Coordinator at \$60 per hour. Non-profit coordinators please provide official non-profit documentation instead of the fee. All coordinators please include your list of vendors including non-profit food vendors. If vendors do not have a Mesa County Approval letter please have them contact our department directly.

EVENT INFORMATION					
Name of the Event:					
Date(s) of the Event: _					
Location of the Event:					
Hour of the Event: (Da	ys and times)				
Last year's attendance:		Expected attenda	nce this year:		
Anticipated Number of Food Booths:		(Complete attached Vendor Information Lis)			
Event Coordinator Cor	npany:				
	erson's Name:				
	(umber: ()				
Coordinator's Fax Nun	nber:				
	Address:				
			Zip Code		
Coordinator's E-mail a	ddress:				
Contact Person during	the Event (if different from	above):			
Contact phone number	for the day of the Event: (_	))			
SERVICES PROVIDED O	N-SITE TO FOOD VENDORS	$\underline{S}$ (Check all that apply a	and provide detail if necessary	/):	
Water Supply:		<ul><li>☐ There is access to a potable water tap(s) on site.</li><li>☐ Vendors must bring their own water supplies.</li></ul>			
Wastewater:		<ul> <li>□ There will be liquid waste collection tanks / receptacles on site.</li> <li>□ Vendors must arrange for their own wastewater disposal.</li> </ul>			
Electricity:	<ul><li>☐ There is access to</li><li>☐ Generators will b</li></ul>	<ul> <li>□ There will be no electricity supplied on site.</li> <li>□ There is access to electricity on site.</li> <li>□ Generators will be provided for vendor use.</li> <li>□ Vendors are allowed to use generators on site.</li> </ul>			
Trash / Refuse:	☐ There will be dun	will be trash receptacles throughout the event for the public. will be dumpsters on site for vendors and public trash removal. en will they be serviced?			

Toilet Facilities:	☐ Toilets in permanently plumbed public restrooms. How many?				
	How often will they be serviced?				
Hand Wash Facilities:	☐ Hand sinks in permanently plumbed public restrooms. How many? ☐ Portable hand wash stations. How many? How often will they be serviced?				
Commissary Kitchen:	Location:  □ Commissary has facilities to wash, rinse and sanitize utensils □ Commissary has facilities to cold hold □ Commissary has facilities to wash and prepare produce				
Other Services:	<ul> <li>☐ Ice</li> <li>☐ Refrigerated truck (Supervision MUST be provided throughout the event and someone must be available to adjust temperature/repair truck during event.)</li> </ul>				
Will there be a petting zo	o at the even? Y or N				
Will there be a carnival a	t the event? Y or N				
Will they be providing fo	od? Y or N				
If providing food, please	provide carnival contact information.				
Name:					
Will there be any pools a	t the event? Y or N If yes, please provide contact person and phone number:				
rill they be providing food? Y or N  providing food, please provide carnival contact information.  ame:					
☐ Toilet facilities (portable ☐ Hand washing facilities ☐ Trash can and dumpster ☐ Electrical hook-up point ☐ Potable water taps for ve ☐ Food booth vendors ☐ Roadways, sidewalks, and ☐ Carnival food vendors (if a ☐ Refrigerated truck (if appli ☐ Ice truck (if applicable) ☐ Commissary kitchen (if ap	he entire Temporary Event area and include the following: e and fixed) (portable and fixed) locations es and generator locations endors  walkways applicable) icable) pplicable) rcing, Pools, etc (if applicable)				
	Submit to:				

Consumer Protection PO Box 20,000-5033 Grand Junction, CO 81502 environmental.health@mesacounty.us Ph (970) 248-6960 Fax (970) 248-6923

## **Vendor Information List**

Please complete and submit at least two weeks prior to event. Please indicate (Yes/No) in the last column if you have received the vendor's Mesa County Approval letter. Vendors are not approved to operate until you have received their Mesa County Approval letter.

Booth #	Vendor/ Booth Name	Contact Person Name	Contact Number	Contact E-mail	Mesa County Approval?