



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: (Days and times) _____

Last year's attendance: _____ Expected attendance this year: _____

Anticipated Number of Food Booths: _____ (*Complete attached Vendor Information Lis*)

Event Coordinator Company: _____

Coordinator Contact Person's 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 tap(s) 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 vendors and public trash removal.
- How often will they be serviced? _____

Toilet Facilities: Toilets in permanently plumbed public restrooms. How many? _____
 Portable toilets. 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: Ice
 Refrigerated truck (Supervision **MUST** be provided throughout the event and someone must be available to adjust temperature/repair truck during event.)

Will there be a petting zoo at the event? Y or N

Will there be a carnival at the event? Y or N

Will they be providing food? Y or N

If providing food, please provide carnival contact information.

Name: _____

Phone Number: _____ E-mail: _____

Will there be any pools at the event? Y or N If yes, please provide contact person and phone number:

Will there be any body art or piercing vendors at the event? Y or N If yes, please provide vendor names:

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 (portable and fixed)
- Trash can and dumpster locations
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Food booth vendors
- Roadways, sidewalks, and walkways
- Carnival food vendors (if applicable)
- Refrigerated truck (if applicable)
- Ice truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo, Body Art/ Piercing, 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?