



**Environmental Health Services, 350 Montevue Lane, Frederick, MD 21702**

**Event Date:** \_\_\_\_\_

**Name of the Event:** \_\_\_\_\_

**Name of Establishment/Organization:** \_\_\_\_\_

**Location & Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Best Time to Call:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Date & Time of Event:** \_\_\_\_\_

**Set-up Time for Event:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**Expected Number of Patrons:** \_\_\_\_\_

**Petting Zoo/ Animals at Event:** ☐ Yes ☐ No **Hand Washing/ Sanitizer Provided** ☐ Yes ☐ No

**Hot & Cold Water under Pressure:** ☐ Yes ☐ No    **Water Source:** ☐ Public ☐ Well ☐ Other

**Waste Water Disposal:** ☐ Yes ☐ No ☐ Type: Public ☐ Approved Private (septic)

**Grease Disposal Containers:** ☐ Yes ☐ No **Trash Bins/ Dumpsters:** ☐ Yes ☐ No

**Type & Number of Hand Washing Facilities:** \_\_\_\_\_

**Type & Number of Restroom Facilities:** \_\_\_\_\_

**Electricity Provided to Vendors:** ☐ Yes ☐ No

Refrigerated Truck or Ice Delivery Provided: ☐ Yes ☐ No Describe: \_\_\_\_\_

**Name & Contact Information for Participating Vendors:** *(All vendors offering food or beverages including those providing just samples must obtain their own individual permit/ license. Attach Separate Sheet, if Needed)*

**Sketch the general layout of the event to include (if applicable):** food vendors, toilet/ hand wash facilities, refuse containers, refrigerated truck, animal experiences, water supply, and on-site kitchen facilities (Attach a separate sheet, if needed)

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

- \* Any deviation from this form without prior written permission from the Frederick County Health Department Food Office may prevent final event approval and prevent issuance of Temporary Special Food Service Facility Permits to food vendors.
- \* Each vendor offering food or beverages at the event must obtain a separate permit from the Health Department in advance of the scheduled event.
- \* All license fees must be received at the Frederick County Health Department prior to any permit/ license being issued.
- \* Permits cannot be issued and fees cannot be collected by inspectors on-site at events.
- \* Any food vendors not in compliance with all regulations during inspections will not be permitted to operate.
- \* Approval of this form does not indicate approval or compliance with any other code, law or regulation that may be required (i.e.: federal, state and local).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Position

Questions? Call FCHD Food Control Office at 301-600-2542.

**Return to:** 301-600-3180 (fax)

FoodControl@FrederickCountyMD.gov



The office accepts cash, checks (payable to FCHD) and Visa/Mastercard. Visa/Mastercard is accepted in person **ONLY**. *Credit Card payments cannot be made over the phone, through the mail or online.*

