



Garfield County
Public Health

OFFICE USE ONLY

Late fee - \$50.00

Working to Promote Health and Prevent Disease

195 West 14th Street
Rifle, CO 81650

2014 Blake Avenue
Glenwood Springs, CO 81601

P 970.625.5200 Ext. 8130

consumerprotection@garfield-county.com

Garfield County Event Coordinator Plan Review

Please submit this application to Garfield County Public Health **at least 30 days prior** to the event. **Provide a copy of EACH food vendor license/permit with this application.** Incomplete plans will not be accepted. Plans submitted late (less than 30 days prior to event) will incur a \$50.00 late fee. Submission of application does not guarantee event approval.

Please complete the following information:	
Event Name:	Location of Event
<input type="checkbox"/> Single Event	Event Date:
<input type="checkbox"/> Multi-Day Event	Event Dates:
Time(s) of Event:	
Time vendors are required to be set up:	
Expected attendance:	Number of food vendors
Event coordinator name	Phone
E-mail	
Contact person and phone during the event (if different from above)	

**Multi-day events may require a local commissary for food vendors that is within 60 minutes via Google maps.

Please check which of following will be provided:

Vendor services: Vendors must have access to potable water tap(s) on site

- An onsite commissary is available for vendors
- Wastewater collection is available on site (wastewater may contain grease)
- Vendors are expected to dispose of their own wastewater
- Electricity is provided for vendors onsite
- Vendors may bring their own generators
- Mobiles may leave during multi-day events to access commissary
- Ice will be available on site

Hygiene Facilities

- Toilets in permanently plumbed public restrooms. How many? _____
- Portable toilets. How many? _____
- Handwashing sinks in permanently plumbed public restrooms. How many? _____
- Portable handwashing stations. How many? _____

Other

- Petting zoo
- Alcohol will be served at my event
 - Will ICE* be served in beverages? Yes No
 - If yes, provide vendor information on the vendor list. *Drink ice requires licensing.
- A carnival will be present at my event
 - Will the carnival be serving food? Yes No
 - If yes, provide vendor information on the vendor list

Please submit a map of the event site that includes the location of anything that was checked in the sections above, trash can/dumpster location(s), food booths, and at least one point of reference, such as a road.



