



Grand County
Colorado

Grand County Environmental Health Department
150 Moffat Ave., P.O. Box 264
Hot Sulphur Springs, Colorado 80451
970-725-3288 EHinfo@co.grand.co.us

Grand County Temporary Event Coordinator Application

Coordinators who want to host a temporary event in Grand County must fill out this application and have it reviewed and approved by the Grand County Environmental Health Department prior to hosting the event. **Completion of this application is only required for temporary events that will have food vendors.** Completed applications must be submitted to the department at least 30 days prior to the event date with the associated fee. See [GCEH Fee Schedule](#). Applications submitted less than 30 days prior to the event may be subject to denial or a late fee will be added to your invoice.

Coordinator Information		
Coordinator Name		Coordinator Phone Number
Coordinator Email		
Agency Name		
Agency Mailing Address		
City	State	Zip Code
Contact Person at Event (if different from coordinator) Name		Contact Phone Number
Contact Email		

Event Information

Name of Event: _____

Event Date(s): / / - / /

Event Location: _____

Start and End Times of Event: _____

Expected Peak Day(s): _____

Expected Number of attendants: _____

Number of vendors: _____

Food Vendor Services

Please check which of the following services will be provided to vendors during the event.

Water Supply:

- There is potable water available to vendors for the duration of the event.
- There is no potable water available and vendors must provide their own potable water.

Wastewater:

- There will be an approved receptacle for wastewater provided to vendors for the duration of the event.
- There will not be an approved receptacle for wastewater and vendors will be required to arrange their own wastewater disposal.

Electricity:

- There is no electricity available for vendors.
- There are electrical hookups available for vendors for the duration of the event.
- Generators will be provided to vendors for the duration of the event.
- Vendors are allowed to use generators on-site.

Trash:

- Trash receptacles will be provided for the public's use only.
- Trash dumpsters will be available for vendors.
- There will be no trash dumpsters provided for vendors and they must arrange their own trash disposal.

How often will trash receptacles/dumpsters be serviced?: _____

Toilet Facilities:

- Public restrooms with handwashing sinks available on-site.
- Portable toilets for the public will be provided. How many? _____
- Portable handwashing sinks will be provided. How many? _____

How often will portable toilets be serviced?: _____

Vomit/Diarrheal Cleanup:

Do you have a cleanup procedure for vomit and diarrheal events?: _____

Animal Contact:

Will there be any sort of animal contact during event such as a petting zoo? Will hand washing be provided?

Other Services:

- Commissary kitchen (provide a list of equipment available in kitchen).
- Refrigerated truck.
- Ice.
- Other (Please Specify): _____

Vendor Information

Please provide a list with the name, email, and phone number of each food vendor that will be participating in the temporary event.

Attach an additional sheet if necessary

Vendor Information		
Name	Email	Phone Number

Event Layout Map

Please provide a general map of the event layout. Make sure to include booth locations and all services (trash receptacles, restrooms, electrical hookups, wastewater receptacle, etc.).