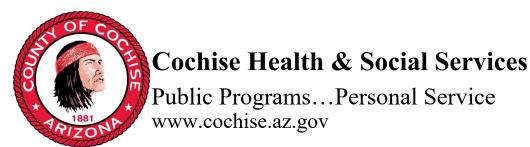
Approved: ☐ Not Approved: ☐ Approved by:
Date:
Receipt#:



Mailing address: Cochise Health and Social Services 126 W. 5th Street Benson, AZ 85602 (520) 586-8208

SPECIAL EVENT COORDINATOR APPLICATION

All events in Cochise County involving food service operations must be approved by this Department. Failure

	ubmit this document by the special event coordinator at least 30 business days before the start of the not may lead to disapproval/cancellation of the event by this Department. A vendor list is required to be submitted with this application.
_	AL EVENT INFORMATION:
1)	Name of Event
2)	Date(s) of Event
3)	Operating Hours
4)	Location of Event
5)	Sponsoring Organization
-,	
EVENT	CONTACT INFORMATION:
	(Must be completed by the Mass Event Coordinator, Food & Beverage Chairperson, or Person in Charge)
6)	NameEmail
	Address
	Business Phone
	Home Phone
	Mobile Phone
	Fax
7) 8) 9)	SITE INFORMATION: Anticipated Number of Food & Beverage Booths/Concessions/Samplers (Required to include vendor list with application) Will any vendors and/or samplers be covered under the coordinator permit? [] Yes [] No (If yes, special event applications must be included for each vendor). Date & Time of Event Set-up
10)	Are any vendor and/or caterer pre-planning meetings scheduled? [] Yes [] No Time(s)
11)	If so, Date(s)
12)	receptacles, and camping if applicable):
14) 15)	Water shall be provided in ample quantity to meet the requirements of the maximum number of persons using the site at any one time. Water shall be easily obtained from its source. If the water supply is obtained directly from an above-ground source, such source must be properly covered, and water must be withdrawn by means of an approved open pipe or faucet. In no case shall dipping from open springs, seeps or wells be permitted. Will an approved water source be available? Yes [] No [] If yes, please indicate the water source Will wastewater disposal be provided for food vendors? [] Yes [] No
16)	If yes, please indicate how wastewater will be disposed of
18) 19)	Restroom facilities for vendors [] Public Restrooms [] Chemical Toilets Restroom facilities for patrons [] Public Restrooms [] Chemical Toilets If Chemical toilets, vendor
21)	Will electricity be provided to food vendors? [] Yes [] No Will back-up refrigerated storage be provided to food vendors? [] Yes [] No Will animals be present at the event? (petting zoo, show, family pets, etc.) [] Yes [] No

	If so, please describe
	Will any unpaved parking or open area be utilized for the event? [] Yes [] No
	If yes, does your organization have a dust control plan? [] Yes [] No
28)	If so, please describe_ An adequate number of properly constructed garbage containers or depositories for such materials shall be provided. (Note if camping is allowed, each and every camp or picnic spot on the premises shall be not more than 200 feet from at least one such container or depository. How many containers will be provided?
29) 30)	Where will stored garbage, wastes and other refuse be disposed?
	IG INFORMATION (FILL OUT THIS SECTION IF PLANNING TO HAVE OVERNIGHT CAMPING AT EVENT)
	Number of proposed campsites:
32)	Camping or picnicking is greater than 500 feet from the high water level of any body of water or stream which serves as a source for a public water supply: Yes [] No []
33)	At least one person-in-charge is employed by the management to visit the campsite daily. The person-in-charge
/	shall do whatever may be necessary to keep the grounds in a clean and sanitary condition: Yes [] No []
34)	Properly constructed toilets shall be provided and shall be maintained in a clean and sanitary condition at all times. One toilet shall be provided for every 25 persons camping or on the premises at any time. No campsite within the premises shall be more than 400 feet from toilet facilities. The locations of all toilets shall be plainly indicated by signs. Please indicate the number of toilet facilities that will be provided:
35)	# of Toilets:
36)	If Chemical toilets, vendor
	Each camping party shall be allotted an adequate amount of usable space, but in any case not less than 350 square feet. Yes [] No []
37)	No fires shall at any time be so located as to endanger automobiles or other property in the campground. No fires
	shall be left unattended at any time, and all fires shall be completely extinguished before leaving. Please describe how camp fires will be managed:
Annlica	ant's Signature: Date:
Applice	Duto