



Loudoun County Health Department

P.O. Box 7000
Leesburg VA 20177-7000



Environmental Health
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Community Health
Phone: 703/777-0236
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Event Coordinator Registration Form & Information Packet Food Service at Special Events

Documentation Checklist

- Submit Online Event Information Form (www.loudoun.gov/events)
- Event Coordinator Registration Form (attached)
- Food Vendor List (attached)
- Event Site Diagram (attached)
- Temporary Food Establishment Application from each food vendor (Note: by law these application can NOT be accepted less than 10 days from the event).
- Only typed or legible printed forms will be accepted (fillable PDF form available online at www.loudoun.gov/food).

Event Coordinator Information Packet

It is our goal to help you plan a safe and successful event. We aim to provide you the pertinent information to use during your planning process in advance of all established deadlines to prevent last-minute challenges. The Virginia Food Regulations are available at www.loudoun.gov/food

Instructions

Ensure Loudoun County receives notification of your event by submitting the Online Event Information Form at www.loudoun.gov/events

Coordinators are to Complete and Submit the following documents to the Health Department as soon as possible and at least **30 days prior to the event**.

- 1. Coordinator Registration Form and Food Vendor List** –A Food Permit is required for **all** food being prepared and/or served at your event including Temporary Vendors, “Sampling”, Demonstrations, VIP Tents, Non-Profit Organizations, VDH Permitted Restaurants, Caterers and Mobile Units, etc.
- 2. Event Site Diagram** –Show location of Food Vendors/Providers, Toilet Facilities, Trash/Dumpster area, Potable Water Supply (if provided) and Wastewater Disposal (if provided).
- 3. Ensure ALL Food Vendors receive a copy of the Temporary Food Establishment Guidelines and Application.** This application applies to **all** food prepared and/or served to the public during the event. **Applications will NOT be accepted less than 10 days from the event.** www.loudoun.gov/food

Submit to:

Loudoun County Health Department

1 Harrison Street SE, Leesburg VA 20177

MAILING ADDRESS: P.O. Box 7000, Leesburg VA 20177

Contact: Tamara Shellenberger; Tamara.Shellenberger@loudoun.gov

703.777.0642 (office) 571.268.5814 (cell) 703.771.5023 (fax)

EVENT COORDINATOR REGISTRATION FORM

EVENT NAME _____ EVENT DATE(S) _____ / _____

EVENT ADDRESS _____

EVENT TIME _____ AM / PM TO _____ AM / PM RAIN DATE _____ or NONE _____

EVENT COMPANY / ORGANIZATION _____

COORDINATOR NAME _____

EMAIL _____

WORK PHONE _____ CELL _____ FAX _____

NUMBER OF ANTICIPATED FOOD VENDORS: _____ ESTIMATED ATTENDANCE: _____

NUMBER OF TOILET FACILITIES: _____ TYPE: _____ PUBLIC _____ PORTABLE

Note: State Regulations require 1 toilet per 100 people

SERVICES PROVIDED AT EVENT FOR FOOD VENDORS (CHECK ALL THAT APPLY)

ICE: _____ ICE FROM AN APPROVED SUPPLIER WILL BE PROVIDED TO VENDORS
_____ VENDORS WILL PROVIDE ICE FROM AN APPROVED SOURCE

WATER SOURCE: _____ THERE IS ACCESS ON SITE TO A POTABLE WATER LINE
_____ VENDORS WILL BRING THEIR OWN WATER SUPPLY

ELECTRICITY: _____ ELECTRICITY WILL BE AVAILABLE TO VENDORS
_____ VENDORS ARE ALLOWED TO USE GENERATORS

WASTEWATER: _____ THERE WILL BE LIQUID WASTE CONTAINERS / RECEPTACLES ON SITE
_____ VENDORS MUST COLLECT AND REMOVE THEIR OWN LIQUID WASTE

TRASH: _____ THERE WILL BE TRASH CONTAINERS / RECEPTACLES ON SITE
_____ VENDORS MUST COLLECT AND REMOVE THEIR OWN TRASH

TENTS: _____ TENTS OR CANOPIES FOR FOOD STANDS WILL BE PROVIDED
_____ VENDORS MUST PROVIDE THEIR OWN OVERHEAD PROTECTION

Coordinator Signature _____

Date _____

FOOD VENDOR LIST

EVENT NAME _____ EVENT DATE(S) _____ / _____

*A Food Permit is required to serve food to the public. Those providing food at your event are required to submit the **TEMPORARY FOOD ESTABLISHMENT APPLICATION**.*

Food Vendor	Contact Name	Cell phone	Tent/Building	Application √	Fee √

Vendor Serving Food Samples	Contact Name	Cell phone	Tent/Building	Application √	Fee √

Virginia Mobile Food Unit	Contact Name	Cell phone	Copy of VDH permit √	Application √	Fee √
					n/a
					n/a
					n/a
					n/a

Virginia Restaurant / Caterer	Contact Name	Cell phone	Copy of VDH permit √	Application √	Fee √
					n/a
					n/a
					n/a
					n/a

The Event Coordinator is responsible for the timely submission of all applications. For events with **5 or more** Food Vendors/Providers, **Coordinator is to Collect and Submit ALL completed TEMPORARY FOOD APPLICATIONS and fees** (or proof of payment) in packet form to the Health Department as early as possible to allow time for review, additional documentation and changes as needed. **30 days in Advance.**

