

Temporary Event Application Directions

1. Complete the first five sections of the FOOD SERVICE APPLICATION and be sure to provide a valid contact name and number.
2. Sign, print and date the last section of the application.
3. Include the necessary fee indicated on the application and return it to the Chatham Health District. (Steps 1-3 should occur at least 2 weeks prior to the event so the application can be properly reviewed)
4. Include a menu of all items to be served. Also include a list of ingredients for all food items and where/when these food items will be purchased/obtained.
5. Include a site plan layout for your cooking, serving, holding, storage, washing, hand washing, trash, cleaning products, water source, waste water discharge and toilet facilities.
6. You will be required to observe all items listed in the PRE-OPERATIONAL GUIDE FOR TEMPORARY ESTABLISHMENTS 2000 (SEE ENCLOSED).
7. An opening inspection will be conducted the day of the event by the Chatham Health District. A Temporary permit will be issued only after the food booth has met the previously stated items and passed an opening inspection. The temporary permit is good for 14 days from the time of issue and is only valid for the location and establishment listed on the permit.