



EVENT APPLICATION

Jones County Environmental Services

Date of Application: _____

Date(s) of Event: _____

All applicants must select one of the following:

- One Time Event
- Existing Annual Event held at approximately the same time each year
- New Annual Event that will be held at approximately the same time each year

***Note: A new application is required for each Event.**

Event Information	
Event Name	
Primary Organization Sponsoring the Event	
Type of organization(s) sponsoring the event	<input type="checkbox"/> Civic Organization <input type="checkbox"/> Business Organization <input type="checkbox"/> Educational Organization <input type="checkbox"/> Government Organization <input type="checkbox"/> Community Organization <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Athletic Contest
Event Location	
Address	
City	
County	
Start Date of Event	
End Date of Event	
Time of Event	
Time Vendors are allowed to enter the event grounds and begin food stand set up	
Anticipated Maximum Attendance at Peak Time	
Event Organizer's Name	
Event Organizer's Cell Phone	
Event Organizer's Email	
Secondary Person In Charge of Event	
Title of secondary person in charge	
Secondary Person in Charge Cell Phone Number	
Event will occur regardless of the weather conditions:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of food vendors participating in the event (including beverages)	
Has the Event Coordinator read and understood the Temporary Food Operation Guide for vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Event hold a Vendor meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered no, please explain. If you answered yes, please indicate date	

and time of meeting. If date and time are unknown, indicate unknown.

Menu Items

Vendor menus approved by Event: Yes
 No

Will there be a beverage tent at the event? (Beverages are Food and must be licensed as a Temporary Food Establishment) Yes
 No

Vendor Booths

Booths provided to Vendors: Yes
 No

Booth overhead covering: NA
 Canvas
 Wood
 Other _____

Food Vendor Ware Washing

Food Vendor ware washing stations provided by Event Yes
 No

Type of utensil washing provided by Event NA
 Three Basin Setup
 Shared Three Compartment Sink
 Dish Machine

Type of sanitizer provided by Event NA
 Chlorine
 Quaternary Ammonium
 Other _____

Test strips provided by Event (Test strips are required if vendors use sanitizer on site) Yes
 No

Food Vendor Handwashing Facilities

Food Vendor handwashing stations provided by Event: Yes
 No

Type of handwashing facility provided by Event Gravity Fed Water with Spigot and Bucket
 Self-Contained Portable Unit (each stand)
 Plumbed with Hot and Cold Water Under Pressure

Handwashing stations are required in each food stand and are required to be set up prior to food preparation.

Vendor Food Storage

Refrigerated truck/trailer provided for food Vendors: Yes
 No

Who is responsible for monitoring temperatures in the truck? Event Person in Charge, Name: _____
 Food Vendors

Are any other food storage or supply areas provided for food vendors? Yes - Location: _____
 No

Potable Water Supply

Potable water provided to Vendors Yes
 No

Source of Water NA
 Public
 Non-Public (Results of most recent test must be submitted)

Ice available for Vendors Yes

	<input type="checkbox"/> No
Toilet Facilities for Food Employees	
Toilet facilities for Food Employees provided by	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of toilet facilities that will be provided based on local building codes:	
Electrical Supply	
Electrical supply provided to Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of electrical supply provided	<input type="checkbox"/> Generator <input type="checkbox"/> Power Hook Up <input type="checkbox"/> No Power Provided <input type="checkbox"/> Other _____
Refuse Removal	
Trash removal provided for food vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Frequency of trash removal	
Liquid waste removal provided for food vendors? (Liquid waste = grease or waste water)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe how liquid waste will be disposed of. Enter N/A if no liquid waste.	
Frequency of liquid waste removal:	
Additional Information	
Items to be supplied to Inspector prior to the Event: (attach to this application)	
A complete list of food/drink vendors with contact information- phone numbers and e-mail.	
A site plan layout which include: <ul style="list-style-type: none"> • Vendor locations • Water supply locations • Electrical supply locations • Restrooms and hand washing set ups (for restrooms) • Refuse disposal location • Waste water disposal location • Refrigerated trailer location (if provided by the event) Location of shared ware washing (if provided by the event)	
Will the Event be providing any food or beverages (Including alcohol)?	<input type="checkbox"/> Yes (an additional Temporary Food License may be required) <input type="checkbox"/> No

LICENSE FEE

The license fee for an Event is **\$50.00** which shall be submitted to the Regulatory Authority at least 60 days in advance of the event.

An "Event" for purposes of application this does not include a function with 10 or fewer temporary food establishments, a Fair as defined in Iowa Code section 174.1, or a Farmers Market.

Submit payment to:

Jones County Environmental Services
105 Broadway Place, Suite 11
Anamosa, Iowa 52205
Phone Number: (319) 462-4715

For Office Use Only

Verification

I verify all of the information contained in the application is accurate.

Signature _____

Printed name of Signatory _____