DEPARTMENT OF HUMAN SERVICES





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Coordinator Application for Temporary Events with Food

Instructions

At least 10 business days before the event, submit your application to the Environmental Health Program by email, mail, fax, or inperson. You may submit one application for a recurring event.

<u>Remind Your Vendors!</u> Vendors without proof of a valid/existing permit must submit a <u>Temporary Food Establishment License</u>
<u>Application</u> and pay the \$40 fee (if applicable) at least 10 business days before the event.

Event Coordinator Information				
Coordinator Name:				
Phone:	Email:			
Onsite Contact (if different):				
Phone:	Email:			
Event Information				
Event Name:				
Event Street:	City: <u>Arlington</u> State: <u>VA</u> Zip:			
Event Date(s):				
Vendor Set-up Time:	Vendor Operating Hours:			
Vendor List If you need more space, you may attach a list.				
More than 8 vendors? To help us find your vendors, please attach a map or detailed description of their locations.				
Anticipated # of Vendors:				
Name	Contact Person	Phone	Email	Date(s) at Event
Coordinator Signature: Date:				