

**Non-profit**  
**Include copy of 501c.3**



**OFFICE USE ONLY**  
 **Late Fee - \$50**

*Working to Promote Health and Prevent Disease*

195 West 14<sup>th</sup> Street  
 Rifle, CO 81650

2014 Blake Avenue  
 Glenwood Springs, CO 81601

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## Garfield County Event Coordinator Plan Review

Please submit this application to Garfield County Public Health **at least 30 days prior** to the event. Incomplete plans will not be accepted. Plans submitted late (less than 30 days prior to event) may not be approved due to time and will incur a \$50 late fee if approved. Submission of application does not guarantee approval.

Please complete the following information:	
Event Name:	Location of Event:
Date(s) of Event:	
Time(s) of Event:	
Time vendors are required to be set up:	
Expected attendance:	Number of food vendors:
Event coordinator name:	Phone:
E-mail:	
Contact person and phone during the event (if different from above):	

**Please check which of following will be provided:**

**Vendor services**

- Vendors have access to potable water tap(s) on site
- Vendors must bring their own potable water
- There will be wastewater collection available on site (wastewater may contain grease)
- Vendors are expected to dispose of their own wastewater
- Vendors have access to electricity on site
- Vendors may bring their own generators
- Ice will be available on site

**Hygiene Facilities**

- Toilets in permanently plumbed public restrooms. How many? \_\_\_\_\_
- Portable toilets. How many? \_\_\_\_\_
- Handwashing sinks in permanently plumbed public restrooms. How many? \_\_\_\_\_

- Portable handwashing stations. How many? \_\_\_\_\_

Other

- Petting zoo
- Alcohol will be served at my event -  
Person coordinating alcohol service: \_\_\_\_\_
- A carnival will be present at my event  
Person coordinating if carnival is providing food: \_\_\_\_\_

Please submit a map of the event site that includes the location the anything that was checked in the section above, trash can/dumpster location(s), food booths, and at least one point of reference, such as a road.



