



MERRIMACK FIRE RESCUE

432 Daniel Webster Highway • Merrimack NH 03054 • (603) 420-1730

HEALTH DIVISION



TEMPORARY FOOD - EVENT COORDINATOR'S APPLICATION

The Coordinator is responsible for distributing and collecting ALL temporary food vendor applications, required associated documents and permit fees. All applications must be filled out completely, and submitted all together to be reviewed by the Health Officer, **FOURTEEN (14) DAYS PRIOR TO THE EVENT.** Vendors will be contacted directly if there are any questions regarding food applications.

Name of Event: _____

Event Location: _____

Date(s) of Event: _____ Hours of Operation: _____

Expected Number of Patrons per Day: _____

Event Coordinator Name: _____

Phone: _____ Email: _____

Number of Food Vendors: _____ **Vendor List Document must be attached to application**

Time Food Vendors will be ready for inspection: _____

Is the Event Coordinator providing one person Certified in Food Protection Management to oversee all food vendors?

If yes, CFPM must be on site monitoring safe food handling practices & initiating corrective actions for all vendors throughout the event.

No Yes, Name of the Person Certified: _____ *Attach Certification*

Facilities		
Restrooms: If permanent restrooms/handwashing facilities are not available, portable facilities must be provided		
Number of Restrooms provided	Permanent:	Portable:
Handwashing Sinks: Must be easily accessible (within 25 feet) to vendors handling exposed, processed foods Hand soap, single-use towels, and trash receptacle must be provided at all handwashing sinks		
Number of Handwashing sinks:	Permanent:	Portable:
Will Electricity be provided to the Food Vendors?	Yes:	No:
Will a Potable Water Supply be provided to the Food Vendors?	Yes:	No:
Wastewater: May not be dumped onto the ground surface; into waterways; or into storm drains, but shall be collected and dumped into a receptacle or sink drain designated for the collection of wastewater or into a toilet directed to a sanitary sewer or on-site system. Describe your plan for storage and disposal of wastewater.		
Describe your plan for the disposal of rubbish, garbage and grease:		

TEMPORARY FOOD- EVENT COORDINATOR'S APPLICATION

Temporary Event Diagram

Attach or use space provided below to provide a diagram of the event location set-up. Must show food vendor layout, toilet facilities, hand washing facilities, waste disposal, and any other essential layout information

Application Submission: The following must be submitted to the Merrimack Health Division Health Officer

- Temporary Food Event Coordinator Application
- Temporary Vendor List
- Attached or provided diagram of event location layout
- Attached ALL COMPLETED Temporary Vendor Applications, including required supporting documents 14 days prior to event



Event Coordinators Signature

Title

Date

Health Officer: Erin Olson **Email:** eolson@merrimacknh.gov **Phone:** (603) 420-1730 **Address:** 432 DW Highway, Merrimack NH



MERRIMACK FIRE RESCUE

432 Daniel Webster Highway • Merrimack NH 03054 • (603) 420-1730

HEALTH DIVISION

Public Health
Prevent. Promote. Protect.



Merrimack Health Division

Temporary Event: Food Vendor List

To be completed by Event Coordinator

NOTE: It may be possible to add vendors after submission of this form to the Health Division, provided the request is in adherence to the two-week minimum application submission requirement. Contact the Health Division for further assistance

Vendor	Person in Charge	Email	Phone	Category
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Temporary Event: Food Vendor List
To be completed by Event Coordinator

	Vendor	Person in Charge	Email	Phone	Category
16.					
17.					
18.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					