Maricopa County Environmental Services Department
Environmental Health Permitting Services Program
Phone: (602)506-6824
SpecialEvents@maricopa.gov
esd.maricopa.gov
http://www.maricopa.gov/2505/Locations-Hours

Special Event Coordinator Event Registration Form

Provide the following with this form:

☐ Vendor List (Sample vendor list) List must include all food/beverage vendors including any promotional vendors offering samples. The list must also include all business names, owner names, addresses, phone numbers, menus, and permit numbers (if applicable).

☐ Map of event/vendor locations

Event Information

Event Start Date _____ Event End Date _____ Food Service Start Date _____

Event Start Time _____ Event End Time _____ Food Service Start Time _____

Estimated Public Attendence _____

Event Name (unabbreviated) _____

Event Address _____

City _____ Arizona Zip Code _____

Coordinator Name _____ Coordinator Phone _____

Coordinator Email _____

Coordinator Cell Phone During Event _____

Date/Time of Vendor Meeting (if planned) _____

Provide address for Vendor Meeting (if planned) _____

Property Owner Information

The Maricopa County Environmental Health Code requires the property owner of an event location, or his/her designee, to register any event with the Environmental Services Department at least 30 days prior to the start of the event. Additionally, it is the property owner's responsibility to ensure that all food service vendors have obtained all applicable Department permits. Failure to do so may result in legal action against the property owner and/or their designee.

Property Owner Name _____

Owner Address _____

City _____ Arizona Zip Code _____

Owner Email _____ Owner Phone _____

General Information

Anticipated number of food/beverage vendors

Will an approved potable water source be provided onsite for vendors? ◯ Yes ◯ No If yes, describe source

Will wastewater disposal services be provided onsite for vendors? ◯ Yes ◯ No If yes, describe services

Will grease/oil disposal services be provided onsite for vendors? ◯ Yes ◯ No If yes, describe services

Will trash/refuse disposal services be provided onsite for vendors? ◯ Yes ◯ No If yes, describe services

Will an electrical source be provided onsite for vendors? ◯ Yes ◯ No If yes, describe source

Will back-up refrigerated storage be provided onsite for vendors? ◯ Yes ◯ No If yes, describe equipment

Will back-up refrigerated storage be provided onsite for vendors? **Note: A mobile food establishment shall not be located within 100 feet of any petting, riding or holding area for animals unless dust and runoff are controlled.** ◯ Yes ◯ No

What types of restroom facilities are available onsite? **Note: Temporary toilet facilities shall not be located within 25 feet of any mobile food establishment.** ◯ Public Restrooms ◯ Chemical Toilets

Do you have a dust control plan? **Note: Having a plan in place for inclement weather is encouraged. Food/beverages must be protected from dust/other contaminants at all times.** ◯ Yes ◯ No

Are parking/entry passes needed for inspectors to gain access to the event? ◯ Yes ◯ No

If yes, describe entry needs for inspectors

Resources:

Guidance on Special Events (PDF)

Permit Exemptions

Inspection Checklist

Promotional Sampling

ACKNOWLEDGEMENTS & DISCLAIMERS

I hereby certify that the above information is correct, agree to comply with the Maricopa County Environmental Health Code, agree to allow the regulatory authority access to the establishment as specified under 8-402.11 and to the records specified under 3-203.12 and 5-205.13 and Subparagraph 8-201.14(D)(6), and I fully understand that any deviation from the above without prior permission from the Maricopa County Environmental Services Department may nullify final approval. By checking the check box and typing your name you have digitally signed this application.

☐ I agree the application is true and correct.

Signature _____ Date _____

Submit by Email

Once our staff has reviewed your form you may receive a follow-up email/call to clarify details provided on this form.

Disclaimer: Information entered on this form will be retained by Maricopa Environmental Services Department and is a record as defined by Arizona law. This form will be provided without redaction in response to a public record request unless any of the information is exempt from release under Arizona law.