

MASS GATHERING FORM FOR EVENT COORDINATORS

Event Information

Name of Event: _____

City and Address of Event: _____

Dates and Times of Event: _____

Name of Event Coordinator: _____

Phone Number: _____

E-mail Address: _____

Utilities

Please indicate which utilities will be provided by the venue for vendor use (Check all that apply):

- Trash Disposal
- Electrical Hookups
- Clean Water Hookups
- Dirty Water Disposal

Restroom Availability

Please confirm the type of public restroom facilities that will be available at the event (Check all that apply):

- Sewered/Plumbed Restrooms
- Non-sewered/Portable Restrooms

If providing non-sewered/portable restrooms:

What company will be used? _____

Number of portable toilets: _____

Number of portable hand washing facilities: _____

Animal Venues

Will any animals be present for display, sale, or exhibit? Yes No

Name of Company/Organization: _____

Contact Information: _____

*****Any venue that exhibits, sells or distributes animals to the public must obtain a permit from CCBH. Temporary animal venue permits are required to be submitted to CCBH at least 7 days prior to the event*****

Temporary Park Camps

Will there be any camping on site (RVs, tents, etc.)? Yes No

Anticipated number of recreational vehicles and/or camping units: _____

Who is in charge of the camping area? _____

Contact Information: _____

*****Five or more recreational vehicles, dependent recreational vehicles or portable camping units, or any combination thereof, requires a temporary campground license. Plan review, application and fee shall be submitted to CCBH at least 15 days prior to event****

Food Vendors

Total number of food vendors that will be in attendance: _____

Please attach a vendor list or provide the information on the attached spreadsheet. Include all food vendors that will be in attendance, including cottage food operators, home bakeries, pre-packaged food vendors, mobile operators, and temporary vendors

*****All applications with fees for food vendors that require a temporary license are required to be submitted to the CCBH at least 10 days prior to the event*****

