



COMMUNITY AND ENVIRONMENTAL HEALTH
707 NORTH ARMSTRONG PLACE
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cdh.idaho.gov

Event Organizer Information
January 2020

In an effort to help you with the organization of your event, I have enclosed a Notification of Event Application. Please fill this out and return it to Central District Health (CDH) a minimum of 30 days prior to your event.

An adequate number of portable toilets with hand washing facilities shall be provided for the food vendors and patrons. A licensed contractor will need to provide this service. The recommended number of portable toilets to be available at special events is based on event duration and number of people in attendance. The Portable Toilet guide from the Idaho Technical Guidance Manual for sewage disposal is attached for your convenience. A minimum of 2 (two) hand washing stations are recommended. One additional hand washing station is recommended for every 10 (ten) toilets.

Gray water disposal for the food vendors must be readily available. Final disposal of gray water must be at an approved facility.

Some vendors may need to dispose of cooking grease and oils during the event. A contractor can provide grease barrels for pick-up and disposal at an approved facility.

Please note: all food vendors must make an application for a Temporary Food Establishment License with CDH Office of Environmental Health. The event coordinator **must** inform all food vendors that an application is required and must be submitted to the District 30 days prior to the event. An application and vendor packet is included for your convenience and may be printed from our website. <https://cdh.idaho.gov/eh-food-forms.php>

Environmental Health Specialists will make the determination if a permit to operate is required after receiving the application.

If you have any questions, please feel free to call.

Natasha Ferney
Program Manager
Community and Environmental Health

Enclosures



NOTIFICATION OF EVENT

(Name of Event)

(Event Sponsor)

(Location of Event-with Zip Code and address if applicable)

(Dates of Event)

(Daily Beginning and Ending Times)

Event Coordinator or Contact Person _____

Phone No. _____ Cell Phone No. _____ FAX _____

E-Mail Address _____

Provide a list of vendors at least 30 days prior to the event. The list should include the District license numbers (if already licensed), mailing address, telephone numbers and e-mail. Inform all food vendors that an application is required and must be submitted 30 days prior to the event.

Note: Portable toilets require at least one hand sink with soap and paper towels at each location. Hand sinks and gray water barrels are generally provided by the portable toilet company at special request.