

**SNHD Annual Itinerant Food Establishment Regulations
Appendix A: Guidelines for the Special Event Coordinator**

Southern Nevada Health District (SNHD) Guidelines for the Special Event Coordinator

The purpose of this document is to assist the Event Coordinator
with the application and permitting process for a Special Event

A Special Event is any licensed transitory public gathering that takes place at a given location for a specific purpose that is self limited in connection with a fair, carnival, circus, public exhibition, celebration, tasting event or trade show that includes food service. The Special Event has a defined start and stop date, with the given event not exceeding 14 consecutive calendar days.

An Event Coordinator Permit is Required where there is more than one Temporary Food Establishment, Annual Itinerant, or other Food Booth, and:

- The Special Event is being operated on the Event Coordinator's own property with outside food or beverage vendors participating, or
- The Special Event is being conducted on property **NOT** owned or operated by the Event Coordinator, with outside vendors providing food or beverage. If the Special Event occurs on private property, a permission letter from the property owner shall be obtained and submitted to SNHD as part of the application process.

Note: A food vendor possessing an Annual Itinerant Health Permit is counted in the total vendor count. A mobile vendor is not counted in the vendor count as long as his operation stays within the permitted vehicle. If additional food facilities are set up, the vendor must apply for a Temporary Food Establishment Health Permit ***before operating*** and be included in the overall vendor count.

When an Event Coordinator Permit is NOT Required An Event Coordinator Permit is not needed when:

- The event takes place on the Event Coordinator's own property, all Food Booths are operated directly by the Event Coordinator, and there are no outside food vendors associated with the Special Event. Temporary Food Establishment Permits may apply.
- Non-profit organizations occasionally sell food on their own property for fundraising purposes and are the sole providers of the food. For these activities, NO Event Coordinator Permit NOR Temporary Food Establishment Permit is required. If the non-profit organization allows an unaffiliated group or business to set up a food operation with their Special Event, the hosting non-profit organization shall notify the SNHD so they can ensure the **FOR-PROFIT and unaffiliated NON-PROFIT food vendors** obtain appropriate Health Permits prior to the Special Event, but **NO EVENT COORDINATOR permit is necessary**.

The Permit Application The ***EVENT COORDINATOR APPLICATION FOR SPECIAL EVENTS and TRADE SHOWS*** must be filled out and submitted with the required permit fee at any SNHD location. Late fees apply if the application is submitted less than 7 days before the start of the Special Event. The application is online at:

http://www.southernnevadahealthdistrict.org/download/environmental_health/event-app.pdf

- A map of the Special Event layout should accompany the application or be provided prior to the event.
- Once application is made, the Event Coordinator shall contact SNHD with any changes or additions.

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Event Coordinator Responsibilities The Event Coordinator or designated responsible person shall be available on site at all times during the Special Event. This individual is responsible for all health-related support services as specified on the Event Coordinator application. Support services include, but are not limited to: potable water supply, disposal of wastewater and solid waste, restroom facilities and associated handwashing sinks, power supply, and central refrigeration services.

- (A) **Water Supply** The Event Coordinator will notify all food vendors in advance of the availability and location of potable water sources or if potable water will not be provided by the Event Coordinator.
- ✓ Non-potable water supplies such as, but not limited to, water trucks for dust control shall not be used at a Special Event where spray or flow may contaminate food. All non-potable water connections and service containers shall be clearly labeled as such.
 - ✓ Hoses connected to potable water sources shall be food grade quality and have proper backflow prevention devices.
- (B) **Wastewater** All wastewater generated at an event must be discharged to a sanitary sewer. The dumping of waste water into a storm drain or directly onto the ground is strictly prohibited. Improper disposal may be subject to citations and/or penalties.
- (C) **Solid Waste** The Event Coordinator must provide for the removal of any solid waste on the premises during event activities and at the conclusion of the event. This includes grease and waste cooking oil.
- ✓ An adequate number of leak-proof trash receptacles must be provided in common areas and emptied as often as necessary to prevent excessive accumulation of solid waste.

★Recycling is encouraged★

- ✓ Improper disposal of solid waste may be subject to citations and/or penalties as per NRS 444.630.
- (D) **Restroom Facilities** An adequate number of toilet facilities shall be provided for patron and participant use. The restroom area shall not create a nuisance or public health hazard. The restrooms shall have toilet tissue at all times and be properly maintained for the duration of the Special Event.
- (E) **Handwashing Sinks** There shall be handwashing sinks located at all restroom areas utilized by foodhandlers, including all non-sewered toilet areas, with at least one facility for handwashing for each group of toilet facilities.
- ✓ Portable handwashing sinks shall be provided with potable running water that drains to an enclosed wastewater tank.
 - ✓ Supplies for each handwashing area include liquid hand soap in a pump dispenser and single-use paper towels dispensed in a sanitary manner.
 - ✓ Hand sanitizer dispensers may be utilized at non-sewered toilet areas used by the public but ARE NOT A SUBSTITUTE for proper handwashing at restrooms used by foodhandlers.
 - ✓ If there is an animal attraction at the event, a handwashing station shall be set up at the access point to the venue, equipped with soap and paper towels as noted above.

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- (F) **Lighting** At least 20 foot-candles of artificial light shall be provided after dusk in all common areas.
- (G) **Other Support Services** Depending upon the type of Special Event, support services provided to temporary food establishments or annual itinerants may include the following items:
- ✓ Power supply to establishments that use electrical or mechanical means to hold food at safe temperatures.
 - ✓ Central refrigeration services available for vendor use. If provided, ensure refrigeration equipment maintains food at proper temperature.
 - ✓ Common warewashing facilities (3 compartment sink). Such warewashing areas shall have hot (minimum of 110°F±2°) and cold running potable water and drain to an approved method of waste water disposal.

★If the Special Event includes an animal attraction such as a petting zoo, it must not create nuisances, odors, or fly problems that impact food service operations★

Coordination with Food Vendors The Event Coordinator shall:

- ✓ List all the food vendors planning to attend the Special Event, with their contact information, on the Event Coordinator application. The Event Coordinator is required to contact SNHD with changes and additions.
- ✓ Notify all Temporary Food Establishments associated with the event they are required to make advance application for a permit to operate. Website links to the temporary food establishment application and requirements checklist are shown below. A Spanish checklist is also available on the SNHD website.
http://www.southernnevadahealthdistrict.org/download/environmental_health/TempFoodApp_2006.pdf
&
http://www.southernnevadahealthdistrict.org/download/environmental_health/TempPermitChecklist051004.pdf
- ✓ Provide the criteria for proper set up and operation to all operators of booths serving open food or beverage at tasting events and similar venues where there are no points of sale at the booths. The criteria list shall be comparable to the checklist found at the SNHD website link above, The results of inspections of these booths shall be documented on the Event Coordinator Permit *Report and Notice of Inspection*.

Permit Approval to Operate On the first day of the Special Event, the SNHD representative will conduct an inspection. Once all requirements noted above are met and in operating condition, the Health Permit for the Special Event is approved.