



## Appendix I Event Coordinator Guidelines

### Special Events

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 the Health Authority as part of the application process.
- Annual Itinerant health permits and mobile vendors are included in the total vendor count. 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.

**An Event Coordinator Permit is NOT Required** when:

- The event takes place on the Event Coordinator's own property, all Food Booths are operated directly by the Event Coordinator, and there is 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 a 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 Health Authority to 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*** shall be completed and submitted with the required permit fee at any Health District location. Late fees apply if the application is submitted less than 7 days before the start of the Special Event. The application is available on Southern Nevada Health District's (SNHD) Website.

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

**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 waste water and solid waste, restroom facilities and associated hand washing sinks, power supply, and central refrigeration services.

(A) **Water Supply:** The Event Coordinator shall 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.
- Hoses connected to potable water sources shall be food grade quality and have proper backflow prevention devices.

(B) **Waste Water:** All waste water 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 shall 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 the common area 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) Hand Washing Sinks: There shall be hand washing sinks located at all restroom areas utilized by food handlers, including all non-sewered toilet areas, with at least one hand washing sink for each group of toilet facilities.
- Portable hand washing sinks shall be provided with potable running water that drains to an enclosed waste water tank.
  - Supplies for each hand washing area shall 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 hand washing at restrooms used by food handlers.
  - If there is an animal attraction at the event, a hand washing station shall be set up at the access point to the venue, equipped with soap and paper towels as noted above.
- (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, refrigeration equipment shall maintain food at proper temperature.
  - Common ware washing facilities (three-compartment sink). Such ware washing areas shall have hot (minimum of 110°F±2°) and cold running potable water, and shall drain to an approved method of waste 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 the Health Authority with changes and additions.
- Notify all Temporary Food Establishments associated with the event that they are required to make advance application for a permit to operate. Website links to the temporary food establishment application for a permit to operate and requirements checklist are listed on SNHD's Website.
- 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. The results of inspections of these booths shall be documented on the Event Coordinator Permit **Report and Notice of Inspection**.
- A Spanish checklist is also available on SNHD's Website.

**Permit Approval to Operate:** On the first day of the Special Event, the Health Authority's representative shall conduct an inspection. If all the requirements noted above are met and in operating condition, the Health Permit for the Special Event shall be approved.