

"To improve the health of our communities by identifying sustainable solutions to community health issues, developing partnerships for implementation of strategies, and demonstrating our success through measurement of outcomes."

Event Organizer Information January 2015

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 Department (CDHD) 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.

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 CDHD Office of Environmental Health. The event coordinator must inform all food vendors that an application is required and must be submitted to the health department 30 days prior to the event. An application and vendor packet is included for your convenience and may be printed from our website. <http://cdhd.idaho.gov/EH/food/forms.htm>

We 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.



Tom Schmalz
Environmental Health Supervisor
Facility Based Programs

Enclosures

Environ/events/coverletter rev 8-11

Serving Valley, Elmore, Boise, and Ada Counties

Ada / Boise County Office

707 N. Armstrong Pl.
Boise, ID 83704
Enviro. Health: 327-7499
Family Planning: 327-7400
Immunizations: 327-7450
Senior Nutrition: 327-7460
WIC: 327-7488
FAX: 327-8500

Elmore County Office

520 E. 8th St. North
Mountain Home, ID 83647
Enviro. Health: 587-9225
Family Health: 587-4407
WIC: 587-4409
FAX: 587-3521

Valley County Office

703 N. 1st St.
McCall, ID 83638
Ph. 634-7194
FAX: 634-2174



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NOTIFICATION FOR SPECIAL 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 Health Department license numbers (if already licensed as a mobile unit), mailing address, telephone numbers and e-mail.

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.

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