



EVENT COORDINATORS APPLICATION TO OPERATE A TEMPORARY EVENT

For applications and information, go to www.secaucusnj.gov > Departments > Health > Temporary Event Licenses or visit our office at 20 Centre Avenue, Secaucus NJ 07094-3219

Health License Fees

Please refer to the "Fee Schedule" on the "Temporary Event Guide" to determine the fee for your temporary event.

Application Submission:

1. Read the "Temporary Event Guide"
2. Complete the Temporary Event Application
3. Identify and confirm each temporary food or beverage or tattoo facility participating in your event.
4. Submit a list of all relevant vendors (Food, salon, and/or tattoo) with associated booth number, if applicable. *Refer to the "Event Coordinator Application Instructions" for additional important information pertaining to vendors.
5. Submit a site plan showing location of food booths, toilet facilities, waste disposal location, and hand washing stations.
6. Distribute and collect all required temporary vendor applications and supporting documentation from each participating TFV.
 - **Note:** Coordinators do not need to vet vendors' paperwork before submission. Health Department will do the vetting process. Provide any vendor paperwork received at time of collection. The Health Department will review applications and follow up with the Event Coordinator as necessary.
7. Ensure all forms are legible and complete.
8. Submit your temporary event application (vendor applications, supporting documentation, site plan and payment) **at least 2 weeks before your event to:**

**Town of Secaucus
Attn: Health Department
1203 Paterson Plank Road
Secaucus, NJ 07094**

Please feel free to contact our office at the number above or via email at:

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|------------------------|--------------------|--|
| Department Coordinator | Christine Aguilera | caguilera@secaucus.net |
| Administrative Support | Linda O'Connor | loconnor@secaucus.net |
| Health Inspector | Natalia Shindin | nshindin@secaucus.net |

Please use the following subject line when emailing the Health Department: **Temporary Events-Event Name & Dates**

