

EVENT COORDINATORS APPLICATION TO OPERATE A TEMPORARY EVENT

For applications and information, go to <u>www.secaucusnj.gov</u> > 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:

Department Coordinator	Christine Aguilera	<u>caguilera@secaucus.net</u>
Administrative Support	Linda O'Connor	loconnor@secaucus.net
Health Inspector	Natalia Shindin	<u>nshindin@secaucus.net</u>

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



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Event Application Checklist:

- Event Coordinator Temporary Event Application
- Temporary Vendor applications for all food, beverage, tattoo, and/or salon operators
- Booth and/or Vendor List
- Site plan showing the location of vendor booths, toilet facilities, waste disposal location, etc.

COORDINATOR INFORMATION		EVENT VENUE				
Event Coordinator/Responsible Party		Ev	ent Name:			
Mailing Address		□ Check here if the temporary event is at:				
City/State Zip Code		Meadowlands Exposition Center 355 Plaza Drive				
Email Address: (license emailed)		Secaucus, NJ 07094 **If event venue is different from the above, complete the below sections**				
Phone #	Cell Phone #	Event Location Name:				
Food Booth Coordinator (if different from above)		Address:				
Phone #	Cell Phone #	Cit	City/State/Zip Code:			
Email Address (license emailed)		VENDOR MOVE-IN OR SET UP DATES AND TIMES				
Emergency Contact Day of Event:		Da	te:	Time:		
Email Address:		Da	e: Time:			
VENDOR INFORMATION						
Expected Vendor Types: Check all that apply		1.	1. How many mobile food/beverage vendors are participating?			
 Food/Beverage Mobile Food/Beverage (Food Truck, cart, or unit) *requires Fire permit Manufacturer/Distributor Tattoo/Permanent Makeup Salon Other Other, please specify: 		2. 3. 6. 7.	with open flame? Y/N 3. Are any vendors doing extensive food preparation? Y/N (ie, consumable prepared in advance)		Y/N Y/N	
Total Number of vendors:						
 Provide Temporary Event Ensure all vendors adhere	ALL Coordinators: endors and ensure they are poster Requirements and Checklists to to Temporary Event requirement resentative available onsite to co	all op ts and	d applicable federal, state, and		the event	

I understand holding a license is a privilege, not a right and hereby declare that I will comply with all applicable federal, state, and local laws, and that under penalty of perjury, the statements and documents constituting a part of this application are true, correct **and complete** to the best of my knowledge. I acknowledge the violation of the sanitary code or other applicable state or local laws may serve as a reason for revocation of my license, legal action, fines, or a possible summons to appear in court.