



GRAYS HARBOR COUNTY  
DEPARTMENT OF PUBLIC SERVICES  
ENVIRONMENTAL HEALTH DIVISION

100 W Broadway, Suite 31  
Montesano, WA 98563  
360-249-4222 Phone  
360-249-3203 Fax  
[EHD@graysharbor.us](mailto:EHD@graysharbor.us)

## 2024 TEMPORARY EVENT COORDINATOR CHECKLIST

**Return this form 30 days BEFORE the event**

Event Name: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Event location: \_\_\_\_\_

Number of anticipated food vendors/booths: \_\_\_\_\_

Set-up Time Start: \_\_\_\_\_ End: \_\_\_\_\_

Operating Hours Start: \_\_\_\_\_ End: \_\_\_\_\_

### Event Coordinator Information

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

### Restroom Facilities

Permanently plumbed toilets and hand sinks with hot and cold running water, soap, and paper towels are required. PORTABLE TOILETS ARE NOT APPROVABLE EXCEPT UNDER SPECIAL CIRCUMSTANCES. A letter of availability may be required.

Restroom facilities are within \_\_\_\_\_ feet of booths.

Number of toilets for females: \_\_\_\_\_ Number of toilets for males: \_\_\_\_\_

Supplier of portable toilets (for public use only, NOT food vendors): \_\_\_\_\_

Electricity will be provided to food booths:  Yes  No

If yes, describe: \_\_\_\_\_

Equipment/utensil washing facilities will be provided for food vendors:  Yes  No

If yes, describe: \_\_\_\_\_

Water supply source: \_\_\_\_\_

Describe wastewater disposal and refuse disposal: \_\_\_\_\_

Garbage Disposal: Sponsor  Municipality  Dumpsters  Cans  Hauled to: \_\_\_\_\_

RCW 70A.200.100 states that "In communities where there is an established curbside service and where recycling service is available to businesses, a recycle program must be provided at every official gathering and at every sports facility by the vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans."

Recycling available:  Yes  No

**PLEASE ADVISE FOOD VENDORS OF THE REQUIREMENT TO SUBMIT APPLICATIONS AT LEAST 8 CALENDAR DAYS PRIOR TO THE EVENT OR LATE FEES APPLY. APPLICATIONS RECEIVED WITHOUT ADEQUATE REVIEW TIME MAY BE DENIED.**

Coordinator Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

# VENDOR LIST

Vendor Name	Phone Number	Email	Food/Beverages Offered
