

Randolph County Health Department

Environmental Health

204 East Academy Street
Asheboro, NC 27203



Phone (336) 318-6262

Fax (336) 318-6265

July 1, 2008

MEMORANDUM

To: Randolph County Food Vendors and Festival Organizers

**From: Randolph County Environmental Health
Food, Lodging and Institutional Division**

RE: FESTIVAL REQUIREMENTS

Randolph County hosts a variety of "Special Events" throughout the year where a temporary food stand permit is required. Special events do **not** include yard sales, auctions or flea markets. Tax exempt 501(C) 3 organizations are not required to be permitted if they plan to sell **potentially** hazardous food once a month (up to two consecutive days). These groups **must** however, provide written notice of their intent, location and federal tax identification number upon request to the Health Department. Therefore, it is necessary for them to have a copy of this "**written permission**" available for inspection wherever they plan to set up. In cases where tax exempt food vendors wish to sell food longer than two consecutive days they will be required to have submitted an application and permit fee to the local Health Department prior to the event. Food vendors are responsible for submission of the application and fee to the local Health Department. Collection of applications and/or fees will **not** be done by Health Inspectors. Please remit applications along with the \$50.00 permit fee made payable to **Randolph County Health Department, 204 E. Academy Street, Asheboro, N.C. 27203 at least two weeks prior to an event.**

Food vendors must obtain water for washing hands and cleaning utensils from the **approved water supply** at each event. No outside water will be allowed with the exception of bottled water and Mobile Food Units who hold a **valid** permit.

Permits will only be issued upon satisfactory completion of Health Department guidelines. Applications and a copy of these guidelines may be obtained from either the Festival Organizers or by calling this office M-F at (336) 318-6270 or (336) 318-6262.

Temporary Foodservice Permit Application

In order to make the permitting process easier and be less likely to have a permit denied onsite, please submit the following information. All vendors should notify this office **at least 14 days prior to the event**. **Confirm that your application has been received and approved** by contacting this Department at the phone numbers listed below.

Name of Event: _____

Dates of Operation: _____

Name of operator: _____

Address of food vendor: _____

Daytime Phone number: _____

Menu: _____

Equipment to be used:

Cooking: _____

Hot Holding (135°F or above): _____

Cold Holding (refrigeration at 45° F or below): _____

Food preparation procedures: _____

Signature of food vendor: _____

This information may be submitted by mail to:

Randolph County Health Dept. Or Faxed to 336-318-6265
204 East Academy Street
Asheboro, NC 27203

NOTE: Persons who hold a valid Mobile Food Unit or Pushcart Permit within the State of North Carolina will not be required to be further permitted; however, they **must** contact the local Health Department before setting up their food operation.

If you have questions, contact this office at 336-318-6262

Kirk Becker: 318-6270 Karen Allen: 318-6273

Andrea Brunk: 318-6274 Tara Aker: 318-6218

Gregg Hancock: 318-6272 Phil Pearman: 318-6269

RCHD 8/07