

Approved:   
 Not Approved:   
 Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Receipt#: \_\_\_\_\_



**Cochise Health & Social Services**  
 Public Programs...Personal Service  
 www.cochise.az.gov

*Mailing address:*  
 Cochise Health and Social  
 Services 126 W. 5th Street  
 Benson, AZ 85602  
 (520) 586-8209

**SPECIAL EVENT COORDINATOR APPLICATION**

All events in Cochise County involving food service operations must be approved by this Department. Failure to submit this document by the special event coordinator at least 30 business days before the start of the event may lead to disapproval/cancellation of the event by this Department. A vendor list is required to be submitted with this application.

**GENERAL EVENT INFORMATION:**

- 1) Name of Event \_\_\_\_\_
  - 2) Date(s) of Event \_\_\_\_\_
  - 3) Operating Hours \_\_\_\_\_
  - 4) Location of Event \_\_\_\_\_
- |                                  |               |                  |
|----------------------------------|---------------|------------------|
|                                  | Location Name | Location Address |
| 5) Sponsoring Organization _____ |               |                  |

**EVENT CONTACT INFORMATION:**

- (Must be completed by the Mass Event Coordinator, Food & Beverage Chairperson, or Person in Charge)
- 6) Name \_\_\_\_\_ Email \_\_\_\_\_
  - Address \_\_\_\_\_
  - Business Phone \_\_\_\_\_
  - Home Phone \_\_\_\_\_
  - Mobile Phone \_\_\_\_\_
  - Fax \_\_\_\_\_

**EVENT SITE INFORMATION:**

- 7) Anticipated Number of Food & Beverage Booths/Concessions/Samplers (Required to include vendor list with application) \_\_\_\_\_
- 8) Will any vendors and/or samplers be covered under the coordinator permit?  Yes  No  
 (If yes, special event applications must be included for each vendor).
- 9) Date & Time of Event Set-up \_\_\_\_\_
- 10) Are any vendor and/or caterer pre-planning meetings scheduled?  Yes  No
- 11) If so, Date(s) \_\_\_\_\_ Location \_\_\_\_\_ Time(s) \_\_\_\_\_
- 12) Description of site (Please include a site plan showing food vendors, water stations, restrooms, trash receptacles, and camping if applicable): \_\_\_\_\_

Water shall be provided in ample quantity to meet the requirements of the maximum number of persons using the site at any one time. Water shall be easily obtained from its source. If the water supply is obtained directly from an above-ground source, such source must be properly covered, and water must be withdrawn by means of an approved open pipe or faucet. In no case shall dipping from open springs, seeps or wells be permitted.

- 13) Will an approved water source be available? Yes  No
  - 14) If yes, please indicate the water source \_\_\_\_\_
  - 15) Will wastewater disposal be provided for food vendors?  Yes  No
  - 16) If yes, please indicate how wastewater will be disposed of \_\_\_\_\_
- |                                       |   |   |
|---------------------------------------|---|---|
| 17) Restroom facilities for vendors   | <input type="checkbox"/> Public Restrooms | <input type="checkbox"/> Chemical Toilets |
| 18) Restroom facilities for patrons   | <input type="checkbox"/> Public Restrooms | <input type="checkbox"/> Chemical Toilets |
| 19) If Chemical toilets, vendor _____ |   | Quantity to be supplied _____             |
- 20) Will electricity be provided to food vendors?  Yes  No
  - 21) Will back-up refrigerated storage be provided to food vendors?  Yes  No
  - 22) Will animals be present at the event? (petting zoo, show, family pets, etc.)  Yes  No

- 23) Is there a plan for inclement weather?  Yes  No
- 24) If so, please describe \_\_\_\_\_
- 25) Will any unpaved parking or open area be utilized for the event?  Yes  No
- 26) If yes, does your organization have a dust control plan?  Yes  No
- 27) If so, please describe \_\_\_\_\_
- 28) An adequate number of properly constructed garbage containers or depositories for such materials shall be provided. (Note if camping is allowed, each and every camp or picnic spot on the premises shall be not more than 200 feet from at least one such container or depository. How many containers will be provided? \_\_\_\_\_
- 29) Where will stored garbage, wastes and other refuse be disposed? \_\_\_\_\_
- 30) Have all jurisdictional approvals been obtained? (planning & zoning, building dept., water/wastewater, fire dept., liquor licensing, etc.)  Yes  No

**CAMPING INFORMATION (FILL OUT THIS SECTION IF PLANNING TO HAVE OVERNIGHT CAMPING AT EVENT)**

- 31) Number of proposed campsites: \_\_\_\_\_
- 32) Camping or picnicking is greater than 500 feet from the high water level of any body of water or stream which serves as a source for a public water supply: Yes  No
- 33) At least one person-in-charge is employed by the management to visit the campsite daily. The person-in-charge shall do whatever may be necessary to keep the grounds in a clean and sanitary condition: Yes  No
- 34) Properly constructed toilets shall be provided and shall be maintained in a clean and sanitary condition at all times. One toilet shall be provided for every 25 persons camping or on the premises at any time. No campsite within the premises shall be more than 400 feet from toilet facilities. The locations of all toilets shall be plainly indicated by signs. Please indicate the number of toilet facilities that will be provided:
- 35) # of Toilets: \_\_\_\_\_
- 36) If Chemical toilets, vendor \_\_\_\_\_
- 36) Each camping party shall be allotted an adequate amount of usable space, but in any case not less than 350 square feet. Yes  No
- 37) No fires shall at any time be so located as to endanger automobiles or other property in the campground. No fires shall be left unattended at any time, and all fires shall be completely extinguished before leaving. Please describe how camp fires will be managed: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_