Temporary Event Coordinator Application

Tarrant County Public Health - Environmental Health
Walk-in Address: 5001 N Riverside Dr Ste 105 Fort Worth TX 76137
Walk-in Address after Oct 1, 2025: 2500 Circle Dr. Fort Worth TX 76119
Mailing Address: TCPH Attn. Environmental Health 1101 S Main St Fort Worth TX 76104
Email: ph_information@tarrantcountytx.gov Phone: 817-248-6299

Application must be submitted at least 20 business days prior to event start

- Permits issued by Tarrant County Public Health are for the purposes of providing approval of meeting health food code requirements allowing your business to offer food for public consumption. This approval is not to be mistaken for authorization to operate in any one city jurisdiction within Tarrant County. Contact the specific city your business is operating within for any additional requirements prior to operation

- Incomplete applications will not be accepted

- Tarrant County Public Health Environmental Health Fee schedule can be found online at Environmental Health Fee Schedule (www.tarrantcountytx.gov/eh-fees)

Temporary Event Coordinator Application Checklist

- ☐ Complete Food /Beverage Vendor List
- ☐ Site map Parking and vendor locations
- ☐ Entry pass if necessary for inspector to access event
- ☐ Parking pass if necessary for inspector to park at event

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Complete this form only if there will be more than 3 food or beverage booths at the event. Application must be submitted at least 20 business days prior to event start.

Application Date: __/__/____ **Unincorporated Tarrant County** □ Yes □ No

General Event Information:

Name of Event: _____ Date(s) of Event:_____
Hours of Operation:_____ Estimated Event Attendance: _____
Address of Event _____City:_____
Anticipated Number of Food & Beverage Booths/Concessions: _____
Date & Time of Event Set-Up: _____

Event Contact Information: Event Coordinator and/or Onsite Contact

Sponsoring Organization: _____
Primary Contact Name:_____ Phone:_____
Email: _____
Secondary Contact Name: _____ Phone:_____
Email: _____
Pre-event or concession meetings scheduled? □ Yes □ No
Date(s):_____Time(s):_____Location:_____
Describe rain out date or plan for inclement weather?_____

Event Provided Items (Check if provided by event coordinator onsite to food vendors):

□Potable water available for food vendors?

□Wastewater disposal for food vendors

□Will electricity be provided to food vendors?

□Refrigeration and/or storage for food vendors?

□Restrooms and handwashing facilities for food vendors?

Items to provide with application:

□List of all food & beverage vendors to be at the event. (Business name & Phone)

□Enclose an event map (parking and vendor locations)

□ Parking passes, entry passes, event credentials inspector(s) will need to access event

Applicant Name(print):_____Signature:_____
Applicant Title □Owner □Authorized Agent

****ALL SECTIONS MUST BE FULLY COMPLETED AND ALL DOCUMENTATION SUBMITTED BEFORE A PERMIT WILL BE ISSUED**