



TEMPORARY EVENT, SEASONAL MARKET & FARM STAND FOOD DEALER LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION

200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202

(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

WWW.MILWAUKEE.GOV/LICENSE

License Required

A license is required for each individual temporary or seasonal food operation, site, location or stand where food is prepared, processed, served or sold in connection with a temporary event, fundraiser for a nonprofit organization, seasonal market, community garden or commercial farming enterprise.

See Wisconsin Statutes, Administrative Code and Milwaukee Code of Ordinances.

Exemptions - The following do not require a license:

- Individuals selling only canned or bottled non-alcohol drinks that do not need refrigeration.
- Block parties which are not open to the general public.
- Individuals selling or giving away sample size (2 oz. or less) food portions (i.e. Chili Cook Off, Meatball Challenge).
- Food Licensees who have obtained a temporary extension of the food premises See Food Dealer Temporary Extension Application form ccl-textfood. The stand must be contiguous to the current establishments' licensed premise.
- Private vendors attending block parties/special events/organized festivals that hold a Food Peddler license and will be operating at the event as the same type of Food Peddler for which they hold a license.
- A food peddler with a Food Peddler License who operates on private property as part of a festival as defined in s.261-103-6, street festival as defined in s.95-1-2, or special event as defined in s. 105-55-5, provided the food operation remains unchanged from that conducted routinely under the operator's existing Food Peddler License.
- A food peddler with a valid food dealer license who operates within the limits of the existing peddler permit and food is prepared and sold from his or her permitted carried container or food peddler vehicle.**
- Fresh produce grown on a private residence, provided processing is limited to that needed to harvest the product and the produce is sold on site at the residence where the produce was grown by the individual who grew it.

**If a booth or stand is set up other than for the display of food, a separate Seasonal Market Food Dealer License shall be required.

Temporary Event Food Dealer

- A temporary event is a single event such as a fair, festival, fundraiser for a nonprofit organization*, carnival, circus, public exhibition, anniversary sale or occasional sales promotion that is held at a fixed location not lasting more than 14 consecutive days or 20 non-consecutive days in the license period (July 1 – June 30.)
- Private vendors attending block parties/special events/organized festivals that do not hold a Food Peddler License are required to obtain a Temporary Event Food Dealer License.

Seasonal Market Food Dealer License

- Seasonal Market Food Dealer Licenses shall only be issued for locations where seasonal markets are a permitted use, as provided in s. 295-603-2-x, or for locations on city or county property.
- A Seasonal Market Food Dealer License shall be valid at markets listed on the approved operational plan. A separate license is required for each stand or booth operated concurrently. A single stand or booth may be no larger than 100 square feet.
- Food sales shall be limited to fresh produce or other retail food items. The sale of meals shall require a Temporary Event Food Dealer License.
- Other than cutting produce to offer free food samples of not more than 2 ounces each, including packaging, an operator may not process any food at a seasonal market. Any other onsite processing shall require a Temporary Event Food Dealer License. Any offsite processing other than the production of cottage food products shall be done in a licensed food establishment.
- At the time of inspection, operators may be required to show proof that processed food products were purchased from or prepared in licensed food establishments. Failure to provide documentation shall result in a food item being prohibited from sale until the proper documentation is provided to the Health Department.

Farm Stand Food Dealer License

- A license is required for each farm stand at a location where a community garden or commercial farming enterprise is a permitted use as provided in s. 295-423, or on city or county property.
- Food sales shall be limited to fresh produce, herbs, nuts, honey, cider, maple syrup, sorghum and cottage food products. All food items must not require temperature control for food safety.
- Other than cutting produce to offer free food samples of not more than 2 ounces each, including packaging, the operator may not process any food at the farm stand. Any processing other than preparation of cottage food products shall be done in the licensed food establishment.
- A Farm Stand may not be located on the public way. If operated on public property, permission from the appropriate city department shall be obtained.
- A Farm Stand shall be built in accordance with requirements established by the Department of Neighborhood Services. Food display areas shall meet the requirements of the Wisconsin Food Code.
- A Farm Stand may have one sign that shall comply with the provisions provided in Ch. 244. The sign may only be displayed when the stand is in operation.
- A temporary hand-washing station shall be maintained at all times a stand is in operation. If restrooms are unavailable onsite, the operator shall have and maintain a plan on how to access restrooms.

Non Profit Organizations Holding 1 One-Day Event (July 1-June 30)

Religious, fraternal, youth, civic or patriotic organizations, service clubs or religious assemblies that sell food only one day during the year (regardless of the number of booths or location of the event) do not pay any fees, but do need to complete the application and be inspected by the Health Department.

Late filing fees apply to non-profit applicants (s. 68-4-1.5-b). Proof of nonprofit status must be submitted with the application if the organization has not held a license through the License Division in the past.

Contact the Health Department

Prior to your event, contact the Health Department at (414) 286-3674 for food handling and hand washing requirements. Failure to do so could result in your operation being closed for not following proper guidelines.

License Period

Licenses shall be valid for 180 days after date of issuance.

Submit Application

Complete the Temporary Event, Seasonal Market & Farm Stand Food Dealer License Application / Plan (ccl-foodtemp1) form and file it with the License Division via e-mail at license@milwaukee.gov, in person or by mail.

Fees

- License Fees vary see Section 10 of the application.
- No applications or payment of license fees will be accepted at any events. No vendor will be allowed to operate at an event without a license.

Late Filing Fee

- Applications must be filed 15 days prior to the event, or a \$75 late fee will be charged.
- An additional \$75 expedited application fee will be charged for those applications filed less than one day prior to the event.

Late Payment Fee

All license fees must be paid within 10 days of application or a \$75 Late Payment Fee will be charged.

Forms of Payment

Payment must be in the form of credit card, check or cash (in person only). Checks should be made payable to: City of Milwaukee. Credit cards are also accepted online and in-person. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. Credit cards accepted include MasterCard and Visa.

Common Council Member Approval

Any Temporary Event Food Dealer license applications being submitted for a location that also has a pending Food Dealer license application must be approved by the district common council member before a license can be issued.

Events on County Property

Vendors who wish to have an event on county property must provide a copy of the contract with the county or a letter authorizing the event to be on county property.

Withdrawal of Application

- If you file an application and then decide not to attend the event, you must file a withdrawal form BEFORE the event starts.
- If you do not withdraw the application before the event, the event passes, and the fees are not paid, you will be responsible to pay the outstanding fees before any other licenses/permits will be issued.
- The outstanding fees will be waived only if you are able to provide written signed proof from the event organizer that you did not attend the event.



TEMPORARY EVENT, SEASONAL MARKET & FARM STAND FOOD DEALER LICENSE APPLICATION / PLAN

OFFICE OF THE CITY CLERK, LICENSE DIVISION
CITY HALL, 200 E. WELLS ST, ROOM 105, MILWAUKEE, WI 53202 •
(414) 286-2238 • license@milwaukee.gov • www.milwaukee.gov/license

1. OPERATOR INFORMATION							
Type of Organization: <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit (provide documentation to support their status)							
Legal Entity Name:				Trade/DBA Name:			
Business Address:				Business Phone #:			
Agent:				Date of Birth:			
Agent Home Address (include city/state/zip):				Agent Home/Cell Phone #:			
Business Address:				Business Phone #:			
On-site Person-in-Charge				On-site Contact Cell Phone			
2. EVENT /GARDEN INFORMATION							
Event /Garden Name:				Event Date(s):			
Event/Garden Address:				Event Location Type: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event			
Estimated Total Attendance:				Describe Site/Stand/Booth Location:			
Hours of Operation: (include a.m. or p.m.)							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
Stop Time							
Temporary / Seasonal Facility Type: <input type="checkbox"/> Booth <input type="checkbox"/> Mobile Peddler Vehicle / Cart /Container <input type="checkbox"/> Farm Stand <input type="checkbox"/> Permanent Building							
Do you have a food license issued by the City of Milwaukee? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide license # _____							
Will you have more than one location at this event? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide # of locations _____							
A separate copy of this application must be completed for each booth at each event.							
If seasonal market vendor or nonprofit temporary event applicant and multiple sites are to be used, complete multi-site addendum.							
Event /Garden Organizer (Person or Agency):				Onsite Event/Garden Contact Person:			
Event/Garden Contact's E-mail:		Event/Garden Contact's Phone:			Event/Garden Contact's Cell:		

OFFICE USE ONLY

Application Date/Initials	License Period	Date License Fee Paid	Number of Sites
Check if any of the following apply			
<input type="checkbox"/> Application submitted less than 15 days prior to event (<i>\$75 late fee</i>)			
<input type="checkbox"/> Application submitted less than 1 day prior to the event (<i>\$50 expedited fee</i>)			
<input type="checkbox"/> Payment submitted more than 10 days after application submitted (<i>\$75 payment fee</i>)			
<input type="checkbox"/> Applicant provided documentation of non-profit status <input type="checkbox"/> Applicant holds valid city issued retail or restaurant permit			
<input type="checkbox"/> Sale limited to whole fresh uncut produce, cottage food products, honey, cider, sorghum, and maple syrup			

3. MENU

List all food and beverages to be served. All items must be prepared on site, purchased from a commercial food operation or prepared in a commercial kitchen in which you are licensed to operate. Attach additional pages if needed.

Menu Item	Prepared or Prepackaged	If Prepared, Where?
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____
	<input type="checkbox"/> Prepared – Single Servings <input type="checkbox"/> Prepared – Bulk <input type="checkbox"/> Prepackaged – Single Servings <input type="checkbox"/> Prepackaged – Bulk	<input type="checkbox"/> At Event <input type="checkbox"/> Offsite <input type="checkbox"/> Both If offsite, specify location: Location Name _____ Location Address _____

4. BOOTH CONSTRUCTION/LAYOUT

Overhead Covering	<input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____
Floor	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Wood Chips <input type="checkbox"/> Grass/Dirt <input type="checkbox"/> Other: _____
Walls	<input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Concrete <input type="checkbox"/> Other: _____
Booth supplied by:	<input type="checkbox"/> Operator <input type="checkbox"/> Event Organizer <input type="checkbox"/> Rent from: _____

Sketch below the general layout of the Temporary Food Establishment indicating the location of the following:

1. Location of cooking and holding equipment
2. Location of hand washing and utensil washing facilities (if not using shared facilities)
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage

5. OPERATION TYPE/TYPE OF LICENSE

What percentage of your total gross food sales are in each of these three categories (Note: total must equal 100%)

<input type="checkbox"/>	RAW AGRICULTURAL PRODUCTS such as whole fresh produce that have not been processed (cut or packaged) beyond harvesting
<input type="checkbox"/>	SNACKS/BEVERAGES such as chips, candy, gum, nuts, ice cream /soft serve, soda, water, juice, lemonade, snow cones, coffee, espresso, cappuccino, tea, fruit juice, smoothies, confections bulk nuts, dispensed soda, fruit cups, bakery, donuts, cakes, pastries, cookies, popcorn, kettle corn, cotton candy, funnel cakes, fritters, nachos and cheese made at event
<input type="checkbox"/>	MEALS such as chicken, ribs, sandwiches, roasted corn, baked potatoes, hot dogs, brats, tacos, nachos and cheese with meat

6. EMAIL ADDRESS & SIGNATURES

If you have not submitted payment, may we email your invoice rather than send it out by postal mail? No Yes

If yes, provide email address: _____

I understand that my booth(s) must meet the requirements of the Wisconsin Food Code at the time of inspection or a Temporary Food Dealer License may be revoked.

I understand that if I decide not to attend the event, I must withdraw my application BEFORE the event starts. Otherwise, I am responsible to pay the outstanding fee(s), before I may obtain any other licenses/permits.

Signature of Individual, Partner or Agent of Corporation or LLC

Signature of Additional Partner(s)

File your application one month or more prior to an event to ensure timely processing and approval.
Failure to do so may result in the assessment of additional fees.

7. FOOD PREPARATION, FOOD PROCESSING

Will any potentially hazardous food (food that requires temperature control) be offered for sale? Yes No

Will food be prepared or processed on site (see list below for examples of food processing)? Yes No

If performing ANY processing, check the types of food processing that will be conducted:

<input type="checkbox"/>	AC	Acidified Rice	Making acidified rice
<input type="checkbox"/>	BK	Bakery	Manufacturing of donuts, cakes, breads, cookies and rolls
<input type="checkbox"/>	BO	Bottling	Bottling water or juice for retail sale
<input type="checkbox"/>	BV	Hot/Cold Beverages	Making coffee or dispensing soda
<input type="checkbox"/>	CK	Cooking	Any cooking activity for retail sale
<input type="checkbox"/>	CT	Catering	Any type of catering activity
<input type="checkbox"/>	CY	Confectionery	Making candy or confectionery items
<input type="checkbox"/>	DL	Delicatessen	Manufacturing of deli items for retail sale
<input type="checkbox"/>	FR	Freezing	Food preservation in relation to date marking
<input type="checkbox"/>	GR	Grinding	Coffee beans, hamburger
<input type="checkbox"/>	HCL	Hot/Cold Holding - limited	Food is cooked prior to sale and hot held for a single service (less than 4 hours) OR Food is cooked in small batches prior to sale and then cooled, either being sold cold or reheated later for a single day or service
<input type="checkbox"/>	HCS	Hot/Cold Holding - substantial	Food is cooked prior to sale and hot held for more than 4 hours OR Food is cooked in large batches prior to sale and then cooled, either being sold cold or reheated later on multiple days/services
<input type="checkbox"/>	IC	Ice Cream/Soft Serve	Soft serve or ice cream dispensing
<input type="checkbox"/>	IM	Ice Making	Manufacturing ice for retail sale
<input type="checkbox"/>	MC	Meat Cutting	Retail meat cutting operation
<input type="checkbox"/>	MD	Meat Distributor	Wholesale distribution of inspected meat products
<input type="checkbox"/>	MX	Mixing	Mixing two or more food ingredients
<input type="checkbox"/>	PC	Popping Corn	Process of popping corn for retail sale
<input type="checkbox"/>	PK	Packaging	Packaging food for further sale
<input type="checkbox"/>	PP	Produce Processing	Washing and cutting of produce
<input type="checkbox"/>	RT	Restaurant	Any restaurant type activity (i.e. hot dog roller, chicken, etc.)
<input type="checkbox"/>	SD	Seafood Department	Fresh seafood for retail sale
<input type="checkbox"/>	SE	Shell Egg Packaging	Packaging shell eggs for retail sale
<input type="checkbox"/>	SM	Smoking/Curing	Smoking sausage or cheese – curing of hams
<input type="checkbox"/>	SV	Salvage	Conducting salvage activities on distressed food – retail only
<input type="checkbox"/>	TR	Traveling	Knock-down stand of mobile type retail operation
<input type="checkbox"/>	VP	Vacuum Packaging	Vacuum packaging food at retail
<input type="checkbox"/>	VV	Variance	Any variance required by the Wisconsin Food Code
<input type="checkbox"/>	WG	Wild Game	Processing wild game (venison, fish, etc.) at retail

8. EQUIPMENT

Cooking/Hot Holding: Will cooking or hot holding equipment be used at the event? Yes No

If yes, specify equipment to be used (*check all that apply*)

fryers grill - charcoal grill - gas hot holding case oven steam table
 steamer stove other, specify _____

Cooking/hot holding equipment provided by Event Coordinator Operator Both Operator & Coordinator Not applicable

Cold Holding

Will cold holding equipment be used at the event? Yes No

If yes, specify equipment used (*check all that apply*)

drained ice dry ice freezer refrigerator refrigerator case refrigerator trucks
 other, specify _____

Cold holding equipment provided by Event Coordinator Operator Both Operator & Coordinator Not applicable

Utensils

Will single-serve eating and drinking utensils be used? Yes No

Will multi-use kitchen utensils be used to serve or prepare food at the event? Yes No

What type of utensil washing set up will be used? Three basin set-up Shared three compartment sink

Three compartment sink within an offsite food establishment Not applicable, single use items only

What type of sanitizer will be used: Chlorine/Bleach Quaternary Ammonia Iodine

EQUIPMENT (Continued)

Handwashing Facilities

Type of handwashing facility provided: Gravity-fed water with spigot/bucket Plumbed with hot and cold water under pressure
 Self-contained portable unit (with potable water and waste water holding tanks)

Hand Soap, single-use towels, and trash receptacle must be provided at all handwashing sinks.

Handwash facilities provided by: Event Coordinator Operator

Food Storage/Display Equipment

List any additional food storage and display equipment to be used at the event.

Water / Wastewater

Water supplied onsite: By event coordinator By operator Not available

Wastewater disposal provided onsite: By event coordinator By operator Not available

Restroom Facilities for Food Employees

Restrooms supplied on site: By event coordinator By operator Not available (*obtain agreement to use nearby facilities*)

Type of restroom facilities provided: Permanent Portable Both Permanent and Portable Not Available

Electrical

Electrical provided onsite: By Event Coordinator Operator Not available

Lighting available onsite: By Event Coordinator Operator Not available

Food Employees

Certified Food Manager available Yes No

Number of food employees: _____

Name: _____

Garbage/Recycling Responsible party for removal: Event coordinator Operator

Food Transportation

Identify how food / equipment will be transported to event:

Pest Control

Describe your plan for pest control.

9. WEIGHTS AND MEASURES

Will any items be offered for sale by weight or by volume? Yes No

A separate weights and measures license is required for each scale.

10. FEES

TEMPORARY EVENT – RESTAURANT (≥50% of food sales from meals)

<input type="checkbox"/> Exempt (single day non-profit)	\$0		
<input type="checkbox"/> Special Non-Profit Temporary Event 1 to 3 days	\$25		
<input type="checkbox"/> Special Non-Profit Temporary Event 4 to 14 days	\$150		
<input type="checkbox"/> Restaurant	\$100	City permit holder	\$170 Non-city permit holder

TEMPORARY EVENT - RETAIL (>50% of food sales from produce, beverages, or snack items)

<input type="checkbox"/> Exempt (single day non-profit)	\$0		
<input type="checkbox"/> Special Non-Profit Temporary Event 1 to 3 days	\$25		
<input type="checkbox"/> Special Non-Profit Temporary Event 4 to 14 days	\$150		
<input type="checkbox"/> Retail Food – No Processing	\$75	City permit holder	\$150 Non-city permit holder
<input type="checkbox"/> Retail Food – Processing only non PHF	\$100	City permit holder	\$170 Non-city permit holder
<input type="checkbox"/> Retail Food - Processing PHF	\$100	City permit holder	\$170 Non-city permit holder

SEASONAL MARKET

<input type="checkbox"/> Vendors offering for sale foods other than restaurant foods	\$125		
<input type="checkbox"/> Vendors whose food sales are limited to whole fresh uncut produce, cottage food products, honey, cider, sorghum, and maple syrup produced by the operator, provided that no other processing is performed.	\$35	Raw agriculture only	

FARM STAND \$35 Raw agriculture only

MULTI-SITE ADDENDUM

For seasonal market vendors or special nonprofit temporary events, provide information on EACH location where food will be sold. The menu must be the same for all events (e.g. items may be omitted, but additional items may not be added). Use additional pages if needed.

EVENT INFORMATION							
Event Name:				Event Date(s):			
Event Location Name:				Event Address			
Event Location Type: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event				Estimated Total Event Attendance:			
Hours of Operation:							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
Stop Time							
Temporary / Seasonal Facility Type: <input type="checkbox"/> Booth <input type="checkbox"/> Mobile Peddler Vehicle <input type="checkbox"/> Peddler Cart <input type="checkbox"/> Peddler Container <input type="checkbox"/> Permanent Building							
Event Organizer (Person or Agency):				Onsite Event Contact Person:			
Event Contacts E-mail:			Event Contacts Phone:			Event Contacts Cell:	

EVENT INFORMATION							
Event Name:				Event Date(s):			
Event Location Name:				Event Address			
Event Location Type: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event				Estimated Total Event Attendance:			
Hours of Operation:							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
Stop Time							
Temporary / Seasonal Facility Type: <input type="checkbox"/> Booth <input type="checkbox"/> Mobile Peddler Vehicle <input type="checkbox"/> Peddler Cart <input type="checkbox"/> Peddler Container <input type="checkbox"/> Permanent Building							
Event Organizer (Person or Agency):				Onsite Event Contact Person:			
Event Contacts E-mail:			Event Contacts Phone:			Event Contacts Cell:	

EVENT INFORMATION							
Event Name:				Event Date(s):			
Event Location Name:				Event Address			
Event Location Type: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event				Estimated Total Event Attendance:			
Hours of Operation:							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
Stop Time							
Temporary / Seasonal Facility Type: <input type="checkbox"/> Booth <input type="checkbox"/> Mobile Peddler Vehicle <input type="checkbox"/> Peddler Cart <input type="checkbox"/> Peddler Container <input type="checkbox"/> Permanent Building							
Event Organizer (Person or Agency):				Onsite Event Contact Person:			
Event Contacts E-mail:			Event Contacts Phone:			Event Contacts Cell:	