



# CUMBERLAND COUNTY

NORTH CAROLINA

## DEPARTMENT OF PUBLIC HEALTH

### Application for Exempt Temporary Food Establishment Events

#### Submit 15 days prior to Event

G.S. 130-250 (7) Allows establishments that are incorporated as nonprofit corporations in accordance with chapter 55 of the general statutes or are exempt from federal income tax under the Internal Revenue Code as defined in G.S. 105-228.90 or that are political committees as defined in G.S. 163-278.6(14) to prepare or serve food, drink for pay no more than once a month for a period of two consecutive days. **You will need to provide documentation along with this application.** (Example: 501(c) (3) (4), Secretary of the state documentation, IRS letter of determination) **to be eligible for an exemption.** **Please read carefully. Upon completion, please fax or bring to our office along with tax exempt status form verifying exempt status for your organization. We do not keep these on file. You must have these forms to operate and forms must be on site at all times. For your convenience the website is [www.secretary.state.nc.us/corporations/CSearch.aspx](http://www.secretary.state.nc.us/corporations/CSearch.aspx).** Even though your event may be exempted from being regulated you should use "best practice" during an event to insure the safety of your patrons. Please provide us with the following information at least 15 days prior to the event and contact us at (910) 433-3622 if there are any questions or concerns.

Event name \_\_\_\_\_ Exempt organization name \_\_\_\_\_

Location of event \_\_\_\_\_ Date and time of event \_\_\_\_\_

Exempt organization person(s) in charge \_\_\_\_\_

Address \_\_\_\_\_

Home telephone and/or cell numbers \_\_\_\_\_

E-mail address \_\_\_\_\_ @ \_\_\_\_\_

Enclosure Type: Trailer \_\_\_\_\_ Booth \_\_\_\_\_ Tent \_\_\_\_\_

List type and source of foods that will be served at your event along with where the food will be prepared (feel free to use the back of this form)

Type of food	Source (where food was purchased?)	Where prepared? (on site, at restaurant, etc.)

Signature: \_\_\_\_\_  
Applicant

Verified by : \_\_\_\_\_  
Environmental Health Representative

*Celebrating Our Past...Embracing Our Future*

**To all organizers, sponsors, coordinators and food vendors at special events:**

Each special event involving food is unique. Due to the way that rules are written, some events and vendors may be exempt. It is in the best interest of the food vendors that you contact the Health Department, Fire Marshall, etc. prior to any event involving food to determine what will be required.

Additional information from the Health Department about permitting requirements, information and applications for temporary food establishments will be provided. Even if an event or vendor is exempted from the rules, it would be best for the health and safety of patrons if all these requirements are met using "Best Practice".

**Read these requirements carefully.** Application for vendors must be provided in timely manner. Event Organizers must supply all information to the health department about the event. However, the bulk of the requirements will have to be met by the individual vendor. Denial for the sale of food will result in the loss of revenue and possible loss of food product if any immediate hazard through preparation, handling, or storage of food is observed.

Please be aware of any legal problems that could result from selling food. Selling food without a permit at an event where a permit is required will result in a cease order being issued and possible legal action if it is determined to be for profit sale. Event sponsors, organizers, coordinators and vendors will share responsibility if a food borne illness occurs from food sold at the event.

***Exemption:*** *Nonprofit organization, organizations that are exempt from federal income tax or political committees may prepare and sell food one time per month as long as they do not exceed two consecutive days. If you are claiming an exemption as one of these groups, please complete the form titled "**Application for Exempt Temporary Food Establishment Events**". Also please provide a copy of the letter of declaration from the North Carolina Department of Revenue of the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to conduct the event. There is no need to complete the Event Organizer of Food Vendor application unless it is determined that the event does not qualify for the exemption.*

You may obtain a copy of the Rules Governing the Sanitation of Restaurants and Other Food handling Establishments at <http://www.deh.enr.state.nc.us/ehsb/index.htm>

Thank you in advance for your cooperation and good luck with your event!  
Cumberland County Department of Public Health (910) 433-3622