

Notification of Event - Information

Event Organizers

In an effort to help you with the organization of your event, I am providing what you need to submit a Notification of Event Application. Please fill this out and return it to Central District Health (CDH) a minimum of 30 days prior to your event.

An adequate number of portable toilets with hand washing facilities shall be provided for the food vendors and patrons. A licensed contractor will need to provide this service. The recommended number of portable toilets to be available at special events is based on event duration and number of people in attendance. The Portable Toilet guide from the Idaho Technical Guidance Manual for sewage disposal is attached for your convenience. A minimum of 2 (two) hand washing stations are recommended. One additional hand washing station is recommended for every 10 (ten) toilets.

Gray water disposal for the food vendors must be readily available. Final disposal of gray water must be at an approved facility.

Some vendors may need to dispose of cooking grease and oils during the event. A contractor can provide grease barrels for pick-up and disposal at an approved facility.

Please note: all food vendors must make an application for a Temporary Food Establishment License with CDH Office of Environmental Health. The event coordinator **must** inform all food vendors that an application is required and must be submitted to the health department 30 days prior to the event.

An application and vendor packet, as well as the technical guidance manual is included for your convenience and may be printed from our website.

cdh.idaho.gov/community-health/food-establishments/food-fees-forms-and-applications

Environmental Health Specialists will make the determination if a permit to operate is required after receiving the application.

If you have any questions, please feel free to call.



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Community and Environmental Health

Ada & Boise County

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Elmore County

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208-587-4407

Valley County

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