



City of Bullard
P. O. Box 107 | 114 S Phillips St,
Bullard, TX 75757
P: (903) 894-7223 F: (903) 894-8163
www.bullardtexas.net

Coordinator Application for a “Single Event or Celebration”

*For this application to be considered by the City of Bullard, the Event Coordinator/Organizer **must** complete this application in its entirety. Please return the completed paperwork **14 days** prior to the scheduled event via email events@bullardtexas.net or in person to Bullard City Hall, Monday-Friday between 8 AM-4:30 PM.*

TX Health & Safety Code Chapter 437; TX Health & Safety Code Chapter 121; NET Health District Order 2016-2

A “single event or celebration” occurs at one location once a month or less frequently. Events or activities that occur daily, weekly, or more frequently than once a month at a location are considered continuous operations and do not constitute a “single event or celebration”. An activity must be recognized as a “single event or celebration” by the NET Health before a food vendor may apply to set up for the event. A Temporary Food Establishment may operate only in conjunction with a “single event or celebration” at a fixed location for a period of time not to exceed fourteen (14) consecutive days. The coordinator of the event is responsible for crowd control, trash control, and connection to utilities, toilet facilities and traffic control. Coordinator Applications should be submitted 30 days prior to a “single event or celebration” to allow time for proper communication ahead of the event.

Name of Event: _____ **Date & Times of Event:** _____

Location of Event: _____

Name of Coordinator(s) Responsible for the “Single Event or Celebration”:

Coordinator’s Phone Number: _____ **Address:** _____

EMAIL REQUIRED: _____



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Name of the Coordinator on-site and how he/she can be contacted during entire event:

Coordinator's Phone Number: _____ **Address:** _____

EMAIL REQUIRED: _____

Details of event:

NOTE: If food trucks are in attendance, there is additional paperwork that MUST be completed by each proposed Temporary Food Establishment. They must also submit an application for a NET Health Temporary Food Establishment Permit. At least 7 days prior to the event or be subject to a \$100.00 administrative fee. In order to have a Special Event Request approved, the designated coordinator needs to ensure the following documents are completed for the local health department when food or beverages will be offered to the public:

In order to have a Special Event Request approved, the designated coordinator needs to ensure the following documents are completed and returned to the City of Bullard in person M-F 8 am - 4:30 pm, or via email to events@bullardtexas.net:

- **Event Coordinator Application**
- **Special Event Hold Harmless General Release of Liability Agreement**
- **Temporary Food Establishment Application completed by Food Vendor (if applicable)**

NETHEALTH Helpful Information: The organizer of a single event or celebration where food is to be provided must complete an **Event Coordinator Application**. This form provides necessary information to support the single event or celebration and designate the recognized food vendors.

You can download all permit applications can be found on our website by clicking the link below:

<https://www.mynethealth.org/departments/environmental-health/permits-and-forms-library/>

All information provided on this application is true and correct to the applicant knowledge and belief. Applicant acknowledges that the permit applied for shall be subject to all provisions of the codes and statutes and all rules adopted under the codes and statutes of the State of Texas governing food service operations. Applicant attests to having read associated information in this application which details responsibilities and requirements for the concession operation and agrees to comply with requirements acknowledging that failure to comply may result in immediate cessation of operations. By signing this application, the above listed applicant authorizes the City of Bullard to perform a background investigation, authorizes to consent to the Special Event Hold Harmless General Release of Liability Agreement and all rules and regulations in place at our park facilities, specific regulations set in place for the event in request, and all other qualifications required by the City of Bullard.

Signature of Event Coordinator _____ **Date** _____