



**Community
Development
Agency**

Environmental Health Department

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COMMUNITY EVENT COORDINATOR APPLICATION

1. The Community Event Coordinator shall fill out the ***Community Event Permit Application*** and the ***Agreement to Pay Form***. **FA** and **PR** numbers must be provided by the vendors. All food and beverage products must be identified in the food list.
2. The completed ***Community Event Permit Application*** packet and fee must be submitted to the Environmental Health Department a minimum of **two weeks**, 10 business days, prior to the event to avoid late penalty fees.
3. Community Event applications submitted less than 10 business days prior to the event shall be subject to a late penalty fee of double the standard fee.
4. No additional vendors can be added 3 working days or less prior to any event. Event Coordinators must pay the vendor fee if appropriate and receive written approval from EH for the new vendors to operate at the event.
5. Community Event applications submitted 3 working days or less prior to the event **Will NOT BE Accepted**.