



**TEMPORARY EVENT APPLICATION**  
 City of Longview – Environmental Health Division  
 410 S. High St.  
 Mailing Address: P.O. Box 1952, Longview, TX. 75606  
 Phone: 903 237-1285 Fax: 903 237-1289

Date(s) Event \_\_\_\_\_ Location: \_\_\_\_\_

Time Food will be set up: \_\_\_\_\_ Name of Concession: \_\_\_\_\_

Applicant's Name and Address: \_\_\_\_\_

Applicant's Phone # \_\_\_\_\_ Event Sponsor/Organizaiton: ArtWalk, ARTS!Longview

**List all proposed food items to be served:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Restaurant/Store/Source food will come from:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Storefront / business that wishes to provide food or drink must fill out this form (there is NO charge) and email it to Leisha Kidd Brooks (lkidd-brooks@longviewtexas.gov) AT LEAST 5 days prior to the event*

OFFICE USE ONLY IN BOX

Permit Required

Received by \_\_\_\_\_  
 Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Temporary Event Permit-City of Longview, Texas**

Event \_\_\_\_\_

Location \_\_\_\_\_

Name of Concession \_\_\_\_\_

Permit Valid Only on the Following Date(s) \_\_\_\_\_

This application serves as your Temporary Event Permit for the operation of the concession listed above. **No one may operate a Temporary Food Service Establishment without a valid permit issued for the date(s) of the event.** The Temporary Food Service Permit must be conspicuously posted in view of the public. Failure to comply with requirements of the City of Longview Health Code may result in the filing of charges in court and/or suspension of your Temporary Event Permit.

**FOOD NOT APPROVED MAY NOT BE SERVED – NO HOME PREPARATION OR STORAGE IS ALLOWED FOR TEMPORARY EVENTS THAT ARE PERMITTED BY THE ENVIRONMENTAL HEALTH DEPARTMENT.**

Health Authority \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_