



### **COMMUNITY EVENT FOOD ORGANIZERS :**

Community events that include serving food to the public are a challenge to the organizer and the participants alike. The goal of providing safe food is shared by everyone involved. While professional food vendors are usually familiar with regulatory requirements, volunteers may not be. Tulare County Environmental Health Department strives to work with the event organizer to help make all food vendors aware of food safety requirements and their responsibilities to make the event a success.

Community events with two or more food vendors are required to have an organizer to coordinate and oversee the temporary food facilities that take part in the planned community event. The event organizer ensures compliance with health standards and secures the required health permits for the organizer and all participants.

**Each temporary food vendor must complete and submit the required Food Vendor application packet to the event organizer in sufficient time.**

**The organizer must submit all of the completed Food Vendor application packets, as well as a completed Food Organizer application packet to this office at least two weeks prior to the event in order to allow adequate processing time as required by California State law. Application packets may be submitted in person or by email at [tularecountyeherevents@tularecounty.ca.gov](mailto:tularecountyeherevents@tularecounty.ca.gov)**

**Incomplete application packets will cause unnecessary delays and may jeopardize the food portion of the event. Packages which are submitted without payment will not be accepted or processed. All permits are non-transferable and all fees are non-refundable.**

**The completed Food Organizer application package includes, but is not limited to:**

- 1) **Organizer Application packet and organizer fee**
  - ❖ **Single Event (One-time only) Organizer \$177 or Multiple Event (Annual) Organizer \$472**
- 2) **All Food Vendor application packets and vendor fees\* (make checks payable to TCEH)**
- 3) **Site map of: booth locations, shared utensil wash, potable water source, wastewater collection bladders, waste bins, restrooms and handwash stations, electrical power source, animal locations, etc.**
- 4) **List of All Food & Beverage Vendors (pg. 4 of organizer application packet) including, one-time vendors, permitted mobiles, caterers, and annual food vendor participants.**

Mobile food facilities, Caterers, and Annual Food Vendors which hold a valid annual health permit need to submit a temporary food event vendor application with a copy of their health permit to the event organizer for each event. Vendors applying for a single event (one-time only) permit are also required to complete a vendor application and need to submit health permit fees to the organizer for each event. The Organizer is responsible for all vendor fees for each event and all vendors are billed to the organizer's account. The organizer shall also provide a site plan, and a list of all food/beverage vendors.

The health permit for each food booth will be issued by Tulare County Environmental Health Services after the on-site inspection shows that the facility meets minimum health code standards. Those facilities which cannot meet minimum code standards cannot operate until the deficiencies are corrected during the inspection.

**\*A chargeable re-inspection fee of 75% of the current health permit fee may be assessed if all booth requirements are not met at the indicated ready for inspection date and time(see next page).**

Please contact Environmental Health Services at (559) 624-7400 for questions or clarification. We are committed to working with organizers to make food events successful and safe.

\*U.S. military veterans who solely own the business and product being sold from a temporary event facility may be exempt from a health permit fee if they meet permit requirements, and are operating within their permitted conditions per the California Health & Safety Code. Veterans shall submit proof of an honorable discharge form DD214 along with the Affidavit for Veteran's Fee. (Beer, wine, and alcohol services are not allowed).

\*Veterans with annual permits remember to attach a copy of your health permit with the temporary event application.

# COMMUNITY EVENT FOOD ORGANIZER APPLICATION FORM

**Applications shall be submitted 14 calendar days prior to the event start date**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ to: \_\_\_\_\_

**Ready for Inspection Date:** \_\_\_\_\_ **Ready for Inspection Time:** \_\_\_\_\_

Food Sales Start Time: \_\_\_\_\_ Food Sales End Time: \_\_\_\_\_

Event Address/Location: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Applicant Name (person in charge): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**EVENT TYPE:**

- Community Event where one or more vendors are making/selling/giving away food to the public. Complete the entire application.
- Exempt Event – Complete the Request for Event Exemption Section below. Note: Exemption applicants are only required to complete the first two sections of this page and attach supporting documentation as described below.

REQUEST FOR EVENT EXEMPTION			
Complete this section if you want to apply for an event exemption, and want to donate all profits to a non profit organization 501 (c).			
<b>Attach the following items to this 1<sup>st</sup> page of the application:</b>			
<input type="checkbox"/> A letter from the Non-Profit 501 (c) 1-10, 19 stating that they will receive <u>all</u> profits from the event. <input type="checkbox"/> A copy of the IRS 501 (c) 1-10, 19 Non-Profit status			
Name of 501 (c) Non-Profit Org. receiving all food/beverage sale profits:			
Address Of 501(c) Non-Profit Organization:	City:	State:	Zip:
Non-profit Contact Person:	Phone:	Tax ID:	
I certify that the business/organization operating the community event will donate all profit received from the food/beverage sales to the 501(c) Non-Profit organization listed above. I understand that this permit exemption may only be granted for an occasional event that occurs not more than 3 days in any 90-day period (Health and Safety Code Section 113789).			
Printed Name:	Signature:	Date:	
FOR OFFICE USE ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved      Reason for decision: _____			
REHS:		Date:	

**EVENT HELD IN:** (please mark all that apply)

- Indoors     Outdoors     City Street     City Park     Private Property     Other: \_\_\_\_\_

TEMPORARY FOOD FACILITIES (TFF) SITE PLAN	NUMBER OF TFF PER TYPE																											
<p><b>Submit a site plan showing the general layout of the event indicating location of the following:</b></p> <ol style="list-style-type: none"> <li>1. Food &amp; Beverage Booths/Food Trucks/Carts</li> <li>2. Potable Water Supply meeting Transient Non-Community Standards</li> <li>3. Toilet and Handwashing Facilities (quantity of each)</li> <li>4. Trash Disposal Containers (quantity)</li> <li>5. Location of Shared Warewashing Facilities</li> <li>6. Location of Animals, Rides, Attractions</li> <li>7. Janitorial Facilities</li> </ol> <p><b>Note: Include distances of toilet facilities and animals from food booths. Toilets should be located within 200 feet, and animals should be 20 feet away from food/beverage facilities at all times.</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Temporary Food Single Event Vendor:</td> <td style="width: 20%;">Low Risk (\$35)</td> <td style="width: 20%; text-align: right;">_____</td> </tr> <tr> <td></td> <td>Moderate Risk (\$70)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td>High Risk (\$105)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td colspan="3">Veteran Exemption: _____</td> </tr> <tr> <td colspan="3">Tulare County Permitted Mobile: _____</td> </tr> <tr> <td colspan="3">Tulare County Caterer: _____</td> </tr> <tr> <td colspan="3">Temporary Food Multi Event Annual Vendor(s): _____</td> </tr> <tr> <td colspan="3">Tulare County Annual prepackaged/Food Sampling: _____</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total TFF:</b> _____</td> </tr> </table>	Temporary Food Single Event Vendor:	Low Risk (\$35)	_____		Moderate Risk (\$70)	_____		High Risk (\$105)	_____	Veteran Exemption: _____			Tulare County Permitted Mobile: _____			Tulare County Caterer: _____			Temporary Food Multi Event Annual Vendor(s): _____			Tulare County Annual prepackaged/Food Sampling: _____			<b>Total TFF:</b> _____		
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(OFFICE USE ONLY) Payment Type: \_\_\_\_\_ FA: \_\_\_\_\_ Receipt #: \_\_\_\_\_ OA Initials: \_\_\_\_\_ Paid Amount: \_\_\_\_\_

## TEMPORARY FOOD FACILITIES LIST

Complete Page 4 for all food booths, and trucks/carts participating in the event. List the public health permit number for all food carts/trucks with the Tulare County Public Health Permits. Attach additional pages if needed.

### POTABLE WATER

Indicate the type of potable water source provided for this event (check all that apply):  A Permitted Water System (example: City Water),  Bottled Water,  CA State licensed Water Vending Machine,  CA State licensed Water Hauler, or a  Private Non Ag Well (Must provide Bacteriological, Nitrate, & Nitrite testing results and meet Safe Drinking Water Standards)

### FOOD BOOTH CONSTRUCTION

Food preparation booths that handle nonprepackaged foods must be constructed with full enclosure, a floor made of cleanable material, and overhead protection. Overhead protection shall also be provided for food storage, and warewashing areas.  
Pre packaged food booths must be constructed with a cleanable floor and overhead protection.

Food Booth Structure Provided by:  Event Organizer or  Food Booth Operator (Operator will complete this on their vendor application)

Floor Material: \_\_\_\_\_

Wall Material: \_\_\_\_\_

Ceiling Material: \_\_\_\_\_

Size of Pass-Thru Window: \_\_\_\_\_

### FOOD BOOTH HANDWASHING SINK REQUIREMENTS

5 gallons warm water (100°F), soap, single use paper towels, and waste water container available at each sink

Handwashing facilities within each booth provided by:  Event Organizer or  Food Booth Operator (Operator will complete this on their vendor application) Type of handwash set up:  Portable Sink  Gravity-Fed 5 Gallon Unit  Permanently Plumbed Sink

### FOOD BOOTH WAREWASHING SINKS

If event exceeds 4 hours provide one warewashing sink for up to four vendors.  
Warewashing sink must be within 100 feet of Food Booths, have overhead protection, and be inaccessible to the public

Event will not exceed 4 hours (Note: Continue to Restrooms required section)

Warewashing facilities provided by:  Event Organizer (complete below) or  Food Booth Operators (continue to restroom section)

Number of Booths preparing foods: \_\_\_\_\_ Number of Three Compartment sinks provided with hot and cold running water: \_\_\_\_\_

Method of liquid waste removal:  Plumbed to the sewer line  Drained to a waste holding tank

Waste tank maintenance schedule: \_\_\_\_\_ times/day \_\_\_\_\_ times/hour

Waste tank removal company information: Company name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Organizer is required to have emergency contact information for liquid waste removal company

## RESTROOMS REQUIRED FOR FOOD BOOTH EMPLOYEES

One toilet facility with approved handwash facility is required for every 15 employees and must be located within 200 feet of all food facilities.

Total number of food booth, truck, and cart workers: \_\_\_\_\_ Number of toilets: \_\_\_\_\_

Distance from food booth(s) / food truck (s): \_\_\_\_\_ Number of handwashing sinks: \_\_\_\_\_

How are handwashing facilities supplied with warm and cold running water?  Approved plumbing system  Reservoir Tanks

## PORTABLE TOILETS

How often are portable toilets serviced (waste removal) ? \_\_\_\_\_ times/day. Portable toilet service company information:

Company name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## ANIMAL CONTACT

Will there be animal contact at this event? No, animal contact will not be provided. (Continue to Waste Removal/ Disposal Section)

Yes, we will have a Petting Zoo, Pony Ride, Livestock Exhibit, or Other Similar Function

**For Other Similar Function please describe:** \_\_\_\_\_

**The animal contact function will not be allowed to operate without a hand wash station with warm water, hand soap, paper towels that is routinely monitored by the coordinator or designee. Signs directing the public where and how to wash their hands are also required to be posted.**

**\*Sanitizer may be provided, but does not replace hand washing.**

**\*Handwash signs are available on our website at [www.tularecountyeh.org](http://www.tularecountyeh.org) in the Food Guidance library.**

## WASTE REMOVAL/DISPOSAL

All central refuse collection containers must have tight fitting lids.

Number of trash containers: \_\_\_\_\_ How often are containers emptied? \_\_\_\_\_ times/day

Is there a central refuse collection site?  Yes  No Is there a secondary site?  Yes  No

**If animal waste is present it must be kept 20 feet away from all food booths and food storage.**

How often is animal waste removed? \_\_\_\_\_ times/day \_\_\_\_\_ times/hour  Not Applicable

Waste Removal Company name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## ELECTRICAL POWER

Is electrical service provided for food booths?  Yes  No

If yes, will electrical service be provided overnight?  Yes  No

## EVENT ORGANIZER ACKNOWLEDGEMENT

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application. I understand that failure to provide required information will delay or prevent approval of the event.

I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate the event, suspension of the approval to operate the affected food booths, and/or may result in enforcement action being taken by the Tulare County Environmental Health Department where an office hearing or an enforcement penalty fee may be assessed.

I understand that I am responsible for obtaining approval from all applicable agencies, including but not limited to the local fire department, building department, and Alcoholic Beverage Control.

I understand that fees are non-transferable and non-refundable.

### APPLICATION COMPLETED BY:

Print Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

LIST OF PARTICIPATING FOOD BOOTH VENDORS, FOOD TRUCKS, CATERERS, AND FOOD CARTS

Business Name/DBA:	Owner's Name:	Telephone:	Type of Food:	Booth/Space Number:	Vendor Permit Type : <u>Annual Permit</u> or <u>Vet Exempt</u> or <u>One-Time Only</u>

This form is available on our website at [www.tularecountyeh.org](http://www.tularecountyeh.org) This form can be emailed to [tularecountyevents@tularecounty.ca.gov](mailto:tularecountyevents@tularecounty.ca.gov)