



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 tularecountyevents@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 \$154 or Multiple Event (Annual) Organizer \$410**
- 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.

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 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: _____

