



Division of Environmental Health

100 H Street - Suite 100 - Eureka, CA 95501

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TEMPORARY FOOD FACILITY COORDINATOR AND COMMUNITY EVENTS

A community event means an event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by DEH.

The Temporary Food Facility Coordinator is responsible for ensuring compliance with California Retail Food Code (CalCode) requirements by the operators of Temporary Food Facilities (food booths) serving or offering food at the event. A Coordinator is required for events hosting two or more food booths.

As the coordinator for the event, you must:

1. **Submit a Temporary Food Facility Coordinator permit application** to DEH 30 days prior to the event. Late applications may not leave us adequate time to review and approve the coordinator and temporary food facility applications in time for the event.
2. **Provide a Site Map.** This map shows the proposed locations of the temporary food facilities, restrooms, refuse containers, potable water supply faucets, wastewater disposal facilities, and all shared utensil washing, handwashing, and janitorial facilities.
3. **Ensure no live animals, birds, and fowl are kept or allowed within 20 feet** of where food is stored or held for sale. All reasonable efforts shall be taken to exclude wild animals, birds, and fowl from the temporary food facility. This does not apply to service animals when used in the manner specified in Section 54.1 of the Civil Code.
4. **At least one toilet facility for each 15 employees shall be provided** within 200 feet of each temporary food facility. Each toilet facility shall be provided with handwashing facilities equipped with hot and cold running water. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility.
5. Unless provided by individual booth operators, **adequate janitorial facilities shall be provided** for the cleaning of the temporary food facility, restrooms, and all shared utensil washing and handwashing facilities. Janitorial facilities shall be provided with hot and cold running water from a mixing valve.
6. **Adequate lighting shall be provided**, where applicable.
7. Unless provided by individual booth operators, **an adequate supply of heated water shall be provided** for utensil washing, handwashing, and janitorial purposes, and shall be protected with a backflow or back-siphonage protection device. One three-compartment utensil wash station, if located adjacently, may be used by up to four booths.
8. **Personal effects are to be stored in a separate area** from food and utensils storage to prevent possible contamination.
9. **Liquid waste shall be held and disposed of** in a manner approved by the enforcement agency. Provide receptacles for the disposal of grey water generated by the food vendors.
10. Please read and **be familiar with the requirements** in the *Operating a Temporary Food Facility Booth* booklet.
11. Any person who operates a temporary food facility and the event coordinator shall **obtain all necessary permits** to conduct business, including but not limited to a permit issued by DEH.

The event coordinator and DEH desire to have a safe event with appropriate food-handling practices. The event coordinator can assist by ensuring that all food booth operators are provided with permit applications and information, each food operator submits a permit application with adequate time for review and approval prior to the event, all food booth operators are familiar with the food safety requirements, and all food booth operators at the event have received a valid permit from DEH.

Event Coordinator Application Checklist

The following checklist is designed to help you provide the reviewing Environmental Health Specialist (EHS) with a complete submittal:

- | | |
|--|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Plan for Reusable Food ware (if applicable) |
| <input type="checkbox"/> Site Diagram | <input type="checkbox"/> Fee |
| <input type="checkbox"/> Proposed List of Food Booth Operators | |

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TEMPORARY FOOD FACILITY COORDINATOR PERMIT APPLICATION

Fee Required with Application

Applications submitted less than 30 calendar days prior to the event are subject to an additional late fee.

No refunds. No transfers. No credits.

EVENT INFORMATION

Applicant Name: (Organizer / Group)	Event Name:
Mailing Address: Street	City & Zip
Name(s) of Contact Person(s):	Phone(s):
E-mail Address:	Total # of Food Vendors / Booths:

Date(s) of Event: _____ **# of days:** _____ **Start time:** _____ AM PM **End time:** _____ AM PM

Event Location: Street _____ City & Zip _____

Site Diagram attached (see page 4) **Proposed List of Food Booth Operators attached** (page 5)

Preferred Method of Permit Delivery: (choose one) E-mail _____ Call for Pickup

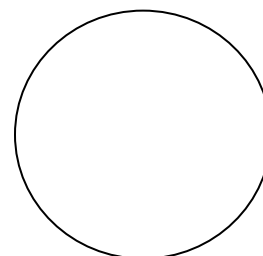
PLEASE READ THE STATEMENT BELOW, THEN SIGN AND DATE

I am familiar with operational requirements for Temporary Food Facilities and will comply with all legal requirements. I understand that any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to this permit issued by Humboldt County Division of Environmental Health (DEH). I understand that failure to comply with the legal requirements may constitute a misdemeanor under Section 114395 of the California Health and Safety Code, punishable by a fine of not less than twenty-five (\$25) or more than one thousand dollars (\$1,000) or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment.

Responsible Person's Printed Name: _____

Signature of Responsible Person: _____

Date of Signature: _____ **Phone:** _____



(DEH STAMP)

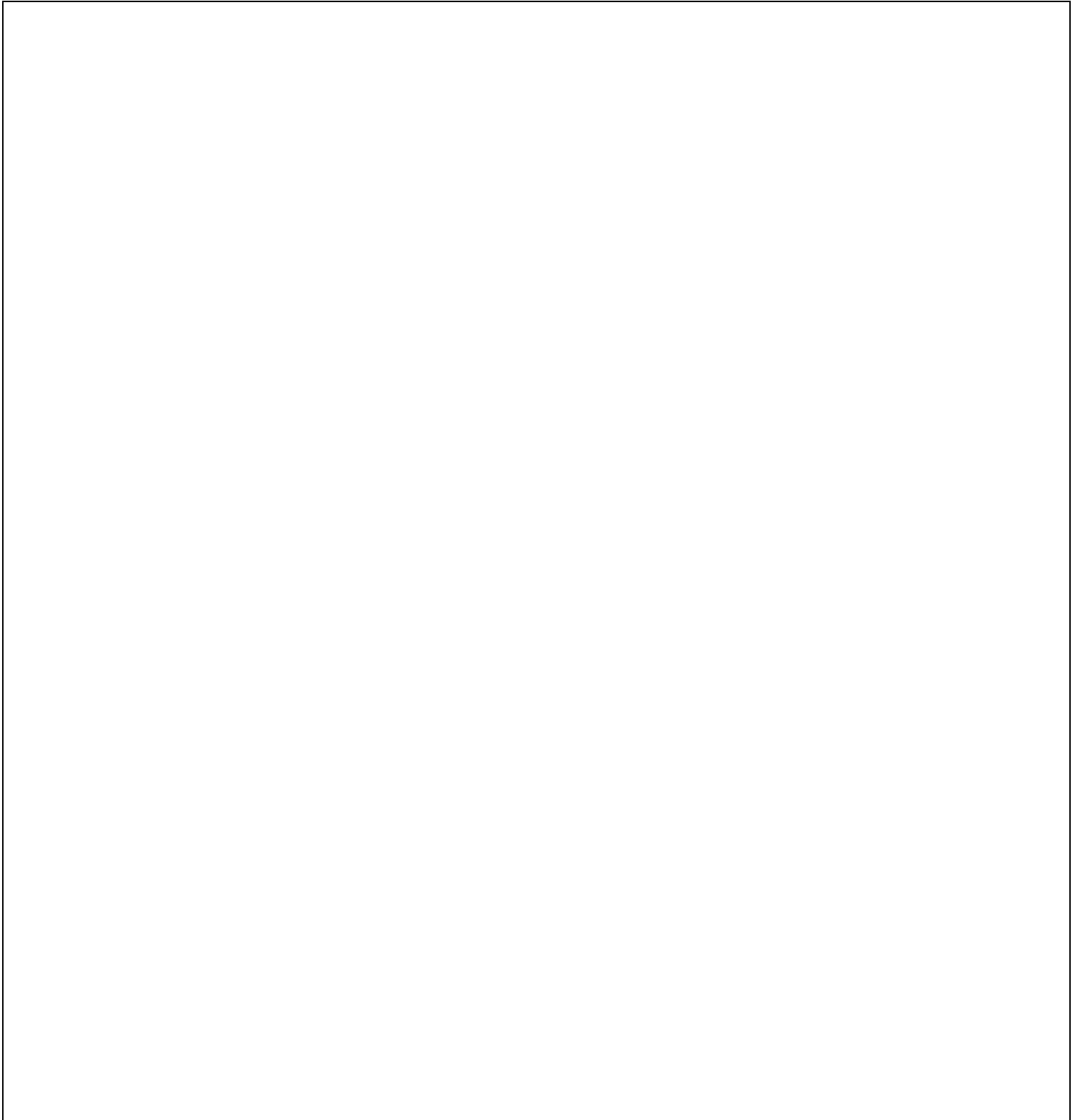
When signed and stamped by DEH, this permit is valid only for the date(s), location, and event listed above. This permit must be displayed at the event. Any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to this permit issued by DEH

* FOR OFFICE USE ONLY *		
Permit fee: <input type="checkbox"/> Cash #: _____ \$ <input type="checkbox"/> Check #: _____ Payment Date: _____ <input type="checkbox"/> Conf. #: _____	Application #: _____ Permit #: _____	OA Permit sent date: _____ OA Initials: _____ <input type="checkbox"/> TFF: PE1605 <input type="checkbox"/> FM: PE1646

EHS Signature: _____	Date: _____
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Provide a site plan, using the space below or as an attachment, to indicate the proposed locations of the food booths, restrooms, refuse containers, potable water supply faucets, wastewater disposal facilities, and all shared warewashing and handwashing facilities.

SITE PLAN

A large, empty rectangular box with a thin black border, intended for drawing a site plan. The box occupies most of the page below the header.

PROPOSED LIST OF FOOD BOOTH OPERATORS

Event Name: _____ Event Date(s): _____

Booth Name	Contact Person's Info. (Name, Phone, & Email)	Confirmed?	*Office Use Only*
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Annual <input type="checkbox"/> Single <input type="checkbox"/> MFF <input type="checkbox"/> CFO
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Annual <input type="checkbox"/> Single <input type="checkbox"/> MFF <input type="checkbox"/> CFO
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Annual <input type="checkbox"/> Single <input type="checkbox"/> MFF <input type="checkbox"/> CFO
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