

XXXXXXXXXX  
**COMMUNITY EVENT**  
**ORGANIZER**  
**TO COMPLETE**  
**THIS INFORMATION**  
XXXXXXXXXX

APPLICATION AND MATERIALS INCLUDED IN THIS PACKET MUST BE SUBMITTED TO THE ENVIRONMENTAL HEALTH DIVISION AT LEAST TWO WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES. INCOMPLETE OR LATE APPLICATIONS MAY RESULT IN A RESTRICTED MENU OR PERMIT DENIAL FOR YOUR EVENT

Application Checklist:

- Submit Application for Permit to Operate
- Submit Event Organizer fee and individual food booth fees
- Complete and Submit Master Food Vendor List
- Distribute a Temporary Food Facility Operator's packet to each food vendor
- Collect and Submit Temporary Food Facility (TFF) Information Sheets (from each vendor)
- Collect and Submit Temporary Food Facility (TFF) Menu (from each vendor)
- Complete and Submit Site plan showing the proposed location of TFFs, restrooms, refuse containers, potable water supply faucets, waste water disposal facilities, and all shared warewashing facilities.

NOTE: This document does not need to be completed if there is only one booth for the event

## **COMMUNITY EVENT APPLICATION / INFORMATION PACKET**

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This packet contains the information you need to apply for a permit and properly operate a community event with food booths in Sacramento County.

1. Application for Permit to Operate
2. Master Food Vendor List
3. Site Plan Map
4. **You will be given individual Temporary Food Facility (TFF) Operator's Packets to be distributed to each TFF operator.**

**"EVENT ORGANIZER"** is the person or organization responsible for facilities or equipment that are shared by two or more temporary food facilities operating at a community event.

**"TEMPORARY FOOD FACILITY" (Food booth)** is a food facility approved by the enforcement officer that may be readily disassembled for storage or for transporting, and readily assembled to its original integrity at a different location, is easily movable, and operates at a fixed location for the duration of an approved community event or at a swap meet.

**• In order to avoid late fees, applications and materials included in this packet must be submitted to the Environmental Health Division at least two weeks prior to your event. Incomplete or late applications may result in a restricted menu or permit denial for your event. All TFFs without a permit may be subject to closure or payment of permit and late fees.**

### **Event Organizer**

#### **Prior to Event:**

- Submit Application for Permit to Operate.
- Submit Event Organizer fee and individual TFF fees.
- Complete and Submit Master Food Vendor List.
- Distribute TFF Operator's Packet to each food vendor.
- Collect and submit TFF Information and Menu Sheets (from each vendor).
- Complete and submit Site Plan.

#### **Event Organizer Responsibilities**

- Coordinate with vendors regarding availability of electrical hook-ups.
- Arrange to have adequate amount of potable water available and an approved wastewater disposal site.
- Water connections shall be as such that there is no chance of cross-contamination or cross-connection.

#### **Reinspection Fees**

The Event Organizer will be notified of any reinspection or additional fees when required after completion of the inspections. The Event Organizer will be billed for such fees. The Event Organizer is responsible for collecting such fees from vendors.

#### **Pre-Event Meeting**

Pre-event meetings can be arranged upon request and are highly recommended to facilitate compliance the day of the event. Contact your Environmental Health Specialist at (916) 875-8440 for information or to schedule a meeting. **Note: There is no fee associated with this meeting.**

### **TFF Operator**

#### **Prior to Event:**

- Complete TFF Information Sheet and submit to Event Organizer
- Complete TFF Menu and submit to Event Organizer
- Read TFF Operator's Packet and follow requirements

#### **Day of Event**

- Follow TFF Operator's Packet Requirements.
- Complete Self-Inspection Checklist. Maintain it in your booth during the event.



**Site Plan Map**

**FV#** Food vendor # is to correspond with master food vendor list attached.

**RR** Restroom facilities

**HW** Handwash facilities

**J** Janitorial facilities to dump wastewater

**Draw a site plan showing proposed locations of all food booths, restrooms, handwash facilities and janitorial facilities. Use the symbols above.**