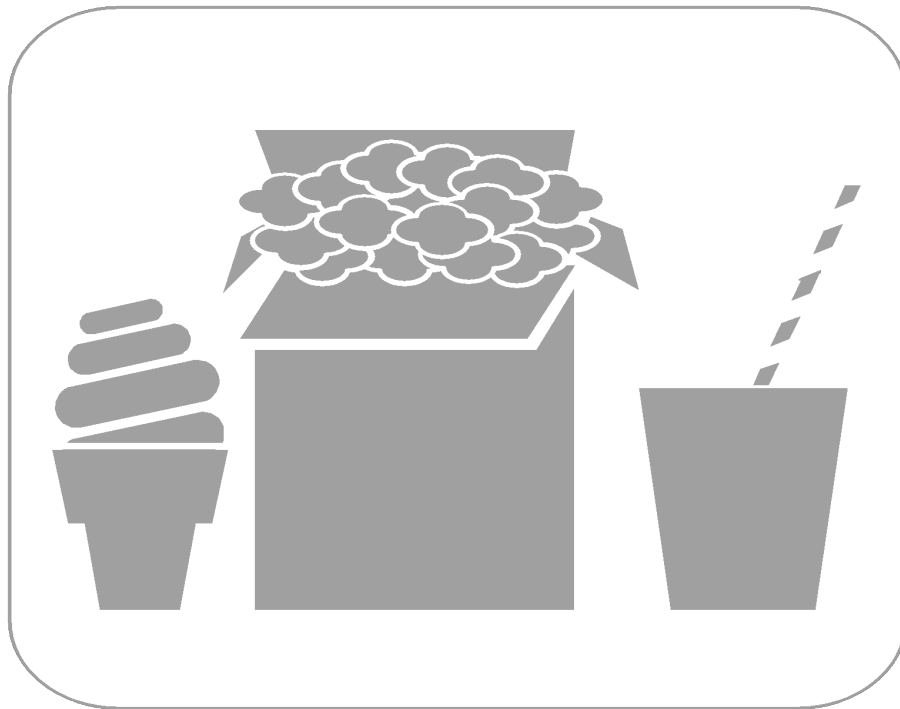




Environmental Health ❖ 625 5<sup>th</sup> Street, Santa Rosa, CA 95404 ❖ 707-565-6565 ❖ [EH@sonoma-county.org](mailto:EH@sonoma-county.org)  
<https://sonomacounty.ca.gov/Health/Environmental-Health-and-Safety/>



## **COMMUNITY EVENT ORGANIZER**



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**COMMUNITY EVENT ORGANIZER PERMIT APPLICATION**

**DUE 30 DAYS BEFORE EVENT**

**Applications submitted less than 14 days prior to the event will be subject to a 25% late permit fee.**

California law requires that in addition to the permit issued to each complying temporary food facility, a permit shall be obtained by the person or organization responsible for facilities or equipment that are shared by **two or more** temporary food facilities operating at a community event. Permits are required for multiple day events, including events that occur on nonconsecutive days throughout the year

[ ] Original application [ ] Renewal

Event Name \_\_\_\_\_ Event Date & Time \_\_\_\_\_

Location \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Organization Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Organizer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Organizer's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

<b>Community Event Organizer Permits</b>	<b>Application Materials Received on Time</b>	<b>Application Materials Received Less Than 14 Day Prior to an Event</b>	<b>Hourly Rate</b>
2 – 5 Food Facilities (+hourly rate after 1 hour)	\$ 218.00	\$ 272.50	\$ 218.00
6 or More Food Facilities (+hourly rate after 2 hours)	\$ 436.00	\$ 545.00	\$ 218.00

Maximum number of food facilities at the event: \_\_\_\_\_ Fee Enclosed \$ \_\_\_\_\_

**This application submittal includes applicable fees and all information listed below:**

- Completed **Community Event Organizer Permit Application** (this page).
- Completed **Proposed Food Vendors** list (page 2) *Note: Each temporary food facility must obtain a permit **prior** to operating.*
- Completed **Community Event Organizer Requirements** form (page 3)
- A detailed site plan indicating:
  - Location of the event
  - Proposed locations of **all** food vendors
  - Source and location of the potable water supply to each facility
  - Location of all garbage receptacles
  - Location of all shared handwashing, utensil washing, and janitorial facilities
  - Location of wastewater disposal (and used cooking oil disposal, if applicable)
  - Location and number of all toilet and handwashing facilities

**I understand that I am responsible for ensuring that the food vendors operating at this event are in compliance with the California Retail Food Code. I have read and understand the attached *Community Event Organizer Guidelines*.**

Print Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**For office use only:**

PE \_\_\_\_\_ PR# \_\_\_\_\_ FA# \_\_\_\_\_ District \_\_\_\_\_ Issue Permit \_\_\_\_\_ Approved by \_\_\_\_\_

Cash  Check/Credit Card Trans# \_\_\_\_\_ Date Rec'd by \_\_\_\_\_ Amount Rec'd \$ \_\_\_\_\_



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### **Proposed Food Vendors for Event**

Please list all food vendors, including food booths, food vehicles (carts and trailers), prepackaged food facilities, and vet exempt food facilities.

**\*APPLICATIONS WITH INCOMPLETE INFORMATION WILL NOT BE ACCEPTED.\***

**Please provide a digital list for six or more vendors. Information on list must be in the same order as listed above.**

<b>Booth Location</b>	<b>PR#</b> <i>(Found on Food Vendor's Permit)</i>	<b>Permit Expires</b> <i>(Check Food Vendor's Permit)</i>	<b>Business Name</b> <i>(Must match food booth sign)</i>	<b>Contact Name for Day of Event</b>	<b>Contact Phone # for Day of Event</b>	<b>Menu</b>	<b>Type of Food Vendor</b> <i>(Booth/Mobile)</i>

**Important Information for Organizers:** Only permitted Temporary Food Facility (TFF) & Mobile Food Facility (MFF) food vendors are allowed to operate at organized events. All permitted Cottage Food Operators (CFO) and Caterers must obtain a separate TFF permit in order to operate at organized events.



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## **COMMUNITY EVENT ORGANIZER REQUIREMENTS**

**Community event organizers are required to complete and submit this form.**

### **1. RESTROOM FACILITIES**

- a. Number of toilets provided or available: \_\_\_\_\_ \*Location(s) shown on site plan? \_\_\_\_ Yes \_\_\_\_ No
- b. Number of handwashing facilities provided or available: \_\_\_\_\_  
\*Location(s) shown on site plan? \_\_\_\_ Yes \_\_\_\_ No

*Note:* At least one toilet facility for each 15 employees shall be provided within 200 feet of each food facility. Each toilet shall be provided with hand washing facilities equipped with warm and cold running water, hand washing cleanser and single-use sanitary towels in permanently installed dispensers.

### **2. WATER SUPPLY**

- a. Source of potable water supply (e.g., spigot, self-contained fresh water tank) \_\_\_\_\_  
\*Location(s) shown on site plan? \_\_\_\_ Yes \_\_\_\_ No \*Size of fresh water tank (gallons) \_\_\_\_\_
- b. Warm or hot potable water supply available to food facilities? Location \_\_\_\_\_
- c. Running potable water delivered to each booth? \_\_\_\_ Yes \_\_\_\_ No  
\*If no, location(s) where food facilities may obtain water shown on site plan? \_\_\_\_ Yes \_\_\_\_ No
- d. Food grade hoses and sanitary connections provided? \_\_\_\_ Yes \_\_\_\_ No

### **3. GARBAGE & LIQUID WASTE**

- a. Number of garbage containers provided: \_\_\_\_\_ \*Location(s) shown on site plan? \_\_\_\_ Yes \_\_\_\_ No
- b. Number of wastewater tanks \_\_\_\_\_ Size of wastewater tank(s) \_\_\_\_\_  
\*Location(s) shown on site plan? \_\_\_\_ Yes \_\_\_\_ No
- c. Janitorial facilities available at the event? \_\_\_\_ Yes \_\_\_\_ No  
\*Location(s) shown on site plan? \_\_\_\_ Yes \_\_\_\_ No
- d. Containers provided for disposal of used cooking oil? \_\_\_\_ Yes \_\_\_\_ No  
\*Location(s) shown on site plan? \_\_\_\_ Yes \_\_\_\_ No

### **4. ANIMAL CONTROL**

- a. Signs posted at all entrances advising no live animals are permitted within 20 feet of food facilities?  
\_\_\_\_ Yes \_\_\_\_ No
- b. Event staff personnel available to ensure no animals are permitted within 20 feet of food facilities?  
\_\_\_\_ Yes \_\_\_\_ No

### **5. ELECTRICAL POWER**

- a. Adequate lighting is provided for events that occur at night or indoors? \_\_\_\_ Yes \_\_\_\_ No
- b. Electrical power provided for food equipment at each food booth? \_\_\_\_ Yes \_\_\_\_ No
- c. For events scheduled consecutively for more than one day, continuous supply of electricity provided to power refrigerators overnight? \_\_\_\_ Yes \_\_\_\_ No

Print Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **COMMUNITY EVENT ORGANIZER GUIDELINES**

### **I. Permit Requirements for the Community Organizer:**

A Community Event Organizer Permit shall be obtained by the person or organization responsible for facilities or equipment that are shared by two or more temporary food facilities operating at a community event. A community event is an event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events approved by this Department.

**The Community Event Organizer Permit Application shall be completed and submitted with a site plan to Sonoma County Environmental Health & Safety at least 30 days prior to the date of the community event.** The site plan shall show the proposed locations of all food facilities, restrooms, location of water supply, and all shared utensil washing, hand washing and janitorial and/or wastewater disposal facilities.

It is the event organizer's responsibility to ensure that all food facilities have submitted a Temporary Food Facility Permit Application and permit application fee, **or** have a current Temporary Food Facility Permit on file with this office **two weeks prior to an event.**

*Sonoma County Code, Section 14-5.2:* **Any food facility found to be operating without a valid food facility permit is subject to closure and a penalty**, which may be up to three times the amount of the permit fee as identified in the current fee resolution adopted by the Sonoma County Board of Supervisors. Penalties shall not be assessed until the food facility operator has received a written notice with an opportunity to comply prior to resuming the operation. Please note that the penalty provisions specified above apply to **ANY** food facility, including temporary food facilities. Please provide copies of the appropriate permit application packet to your food facilities as early as possible to help temporary food facility operators comply with the required timeframes.

Food facilities may contact Environmental Health at (707) 565-6565 for information regarding fees and permit requirements, or visit our web site at <https://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Food-Safety-Program/>

### **II. Responsibilities of a Community Event Organizer:**

#### **A. Providing Restroom Facilities for the Event:**

1. Must provide enough toilets for the employees of food vendors and event organizer as well as the public attending the event.
2. At least one toilet facility for each 15 employees shall be provided within 200 feet of each food facility.
3. Check with local codes for the number of restrooms required for public use.

#### **B. Providing Garbage & Liquid Waste Facilities for the Event:**

1. Adequate garbage and refuse containers must be provided. Garbage and refuse shall be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended in each food facility.

2. All liquid waste generated by the food facility operators and the operation of the event shall be disposed of into an approved sewage system or holding tank, and shall not be discharged onto the ground or into a storm drain.

**C. Animal Control:**

1. Live animals are not permitted within twenty feet of temporary food facilities.
2. Signs shall be posted at all entrances to the event or food areas informing the public of this requirement.
3. Event support staff shall enforce this requirement.

**D. Providing Adequate Lighting for the Event:**

1. If the event will occur at night or where minimal light is available, adequate shatter-resistant lighting shall be provided.

**E. Ensuring Compliance of Temporary Food Facilities:**

1. The event organizer shall ensure that the food facilities operating at the event are in compliance with the California Retail Food Code (CALCODE) throughout the entire event. Please read the attached Temporary Food Facility Requirements for a complete description of temporary food facility requirements.
2. Ice supplied by the event organizer shall be from an approved source (e.g., an ice distribution company or a permitted food establishment).
3. Please use the checklist on page 6 to assist the food vendors for your event to achieve compliance.

**F. Community Farmers Market**

1. If your community event includes a Community Farmers' Market you will required to obtain a Certified Farmers' Market permit.

## **TEMPORARY FOOD FACILITY REQUIREMENTS**

- \_\_\_\_\_ Probe thermometer with a temperature range 0°F-220°F for measuring food temperatures.
- \_\_\_\_\_ Necessary equipment and supplies to maintain proper food holding temperatures (45° F or less for cold foods, 135° F or above for hot foods).
- \_\_\_\_\_ Three-compartment sink with hot and cold running water, or temporary bucket/tub utensil wash system at each food facility (see diagram). Note: Temporary food facilities that operate for more than 3 consecutive days, and handle unpackaged perishable food shall be equipped with a plumbed utensil-washing sink with three compartments and two integrally installed drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned. The sink shall be provided with hot (120°F) and cold running water from a mixing valve.
- \_\_\_\_\_ Food facilities that handle/serve unpackaged food shall have an owner or Person in Charge (PIC) who can demonstrate adequate knowledge of food safety principles related to their operation.
- \_\_\_\_\_ Dishwashing soap and sanitizer (e.g., household bleach or quaternary ammonium) at each food facility.
- \_\_\_\_\_ Adequate warm (at least 100°F) water, hand soap, and paper towels for hand washing at each booth. Note: Temporary food facilities that operate for more than 3 consecutive days shall provide plumbed hand washing facilities equipped with warm water. Hand soap and single-use paper towels must be provided in permanently installed dispensers at each hand washing facility.
- \_\_\_\_\_ Smooth, easily cleanable and nonabsorbent food preparation surfaces (e.g., stainless steel tables, commercial cutting boards) at each food facility.
- \_\_\_\_\_ Bucket/tub with sanitizing solution for cleaning cloths at each food facility.
- \_\_\_\_\_ Employees in food facilities with food preparation wearing hair nets or hats to confine hair.
- \_\_\_\_\_ All food facilities shall have an overhead canopy. Food facilities with food preparation activities exceeding limited food preparation must be entirely enclosed with four complete sides.
- \_\_\_\_\_ Business name, permittee name, city, state and zip code posted on each food facility.
- \_\_\_\_\_ Cleanable floor surfaces (tarp or other cleanable material) in each food facility.
- \_\_\_\_\_ Food facilities shall have tight-fitting closures and closable pass-through windows/food service openings.
- \_\_\_\_\_ Pass-through window at rear or side of food facility are required if barbecue facilities are part of operation.
- \_\_\_\_\_ Outside grills and barbecues shall be separated by ropes to prevent contamination of food and injury to the public.
- \_\_\_\_\_ Weights are required to hold food facilities in place in the event of high winds.

NOTE: This list is not inclusive of all the necessary equipment and requirements. Please refer to the Temporary Food Facility Operational Requirements.