



Calaveras County Environmental Management Agency

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www.co.calaveras.ca.us

Community Event Organizer Application

The materials in this packet must be submitted to the Environmental Health Department at least two weeks prior to the scheduled event. The Community Event Organizer manages and controls all event activities and vendor participation. Please complete the following five items:

1. Location and Contact Information:

Name of Event: _____

Location of Event: _____ City: _____ Zip: _____

Date(s) of Event: _____ Time Event Begins & Ends: _____

Event Organizer Name: _____ Phone: _____

Mailing Address: _____ City: _____ Zip: _____

- 2. Distribute the attached “Temporary Food Facility” (TFF) or “Mobile Food Facility” (MFF) packet to each for profit food vendor who is not currently permitted in Calaveras County. Have each food vendor return the completed application to you with the appropriate fee. Additional TFF and MFF applications can be found on the Calaveras County web site:**

www.co.calaveras.ca.us/cc/Departments/EnvironmentalManagementAgency/EnvironmentalHealthDepartment/FoodFacilityProgram

Temporary Food Facilities (1643) - \$89.00. Permit valid for one (1) calendar year.

Mobile Food Facilities (1640) - \$178.00. Permit valid for one (1) calendar year.

Veteran Exempt Food Vendors must provide a copy of their DD-214 discharge paperwork.

Note: Each food vendor location is required to have a separate application & permit.

- 3. Complete the attached “Master Food Vendor List”**
- 4. Complete the attached “Community Event Site Plan” showing all food booths, restrooms, toilet facilities and refuse container locations.**
- 5. Submit the above mentioned information and fees to Environmental Health at least two weeks prior to the event.**

An umbrella Food Facility Permit will be issued to the Community Event Organizer and will cover all vendors on the Master Food Vendor List. Each food vendor will be inspected by Environmental Health at the event and then sent an annual Food Facility Permit the following week. The annual Food Facility Permit will be good for the current calendar year.

Food vendors that are not listed on the submitted “Master Food Vendor List” (i.e. late additions) must complete the following:

- A. Obtain a note from the Community Event Organizer with permission to operate.
- B. Immediately contact the Environmental Health Department and inform us about the late addition.
- C. Submit a TFF or MFF application, pay the required fee and provide the permission to operate note to Environmental Health prior to the event.

TFF and MFF operating at the event without a current Food Facility Permit and/or did not submit an application/fee are subject to closure.

Other Event Organizer Responsibilities:

- Provide potable water and approved waste water disposal site(s). Food vendors will have handwashing waste (1 bucket) and waste from utensil washing (3 buckets).
- Coordinate electrical hook-ups for food vendors.
- Provide restroom facilities for the event. One chemical toilet/public restroom water closet is required for every 50 guest.
- Handwashing stations must be available at restrooms for food vendors.
- Provide refuse containers for the event and proper removal. Recycling containers are recommended.

General Information:

- TEMPORARY FOOD FACILITY means a food facility approved by the Enforcement Officer that operates at a fixed location for the duration of an approved community event or at a swap meet only as a part of the community event or swap meet.
- TEMPORARY FOOD FACILITIES selling prepackaged non-potentially hazardous food (water, soda, chips, etc.) must obtain a Food Facility Permit. Retail food stores (less than 25 sq. ft.) are exempt but temporary food booths are not exempt.
- TEMPORARY FOOD FACILITIES must be equipped with overhead protection and a hand wash station, if sampling is taking place. If food is being prepared the TFF must be fully enclosed with 16 mesh per square inch screens. The front of TFF may be open if no pest are present during the event and all food preparation is taking place 3 feet from the front of the booth. Floors must be cleanable (i.e. concrete, asphalt, tight wood, etc.).
- HANDWASHING STATION includes attached paper towels, warm water container with spigot, pump hand soap and a catch basin bucket on a table or stand inside the TFF booth.
- MOBILE FOOD FACILITY means any vehicle (used in conjunction with a commissary or other permanent food facility) from which food is sold or distributed at retail. A commissary is not required for a Community Event.

Enclosures: Master Food Vendor List, Community Event Site Plan, Temporary Food Facility Application and Mobile Food Facility Application

MASTER FOOD VENDOR LIST

NAME OF BOOTH	CONTACT PERSON PERSON IN CHARGE (PIC) @ Booth – Day of Event	PHONE # (Day of Event)	TEMPORARY FOOD FACILITY \$89 MOBILE FOOD UNIT \$178 OR NON-PROFIT	VETERANS EXEMPT DD-214 ENCLOSED	CURRENTLY PERMITTED WITH DEPARTMENT
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Event Organizer:			Circle One: \$89 or Non-Profit		

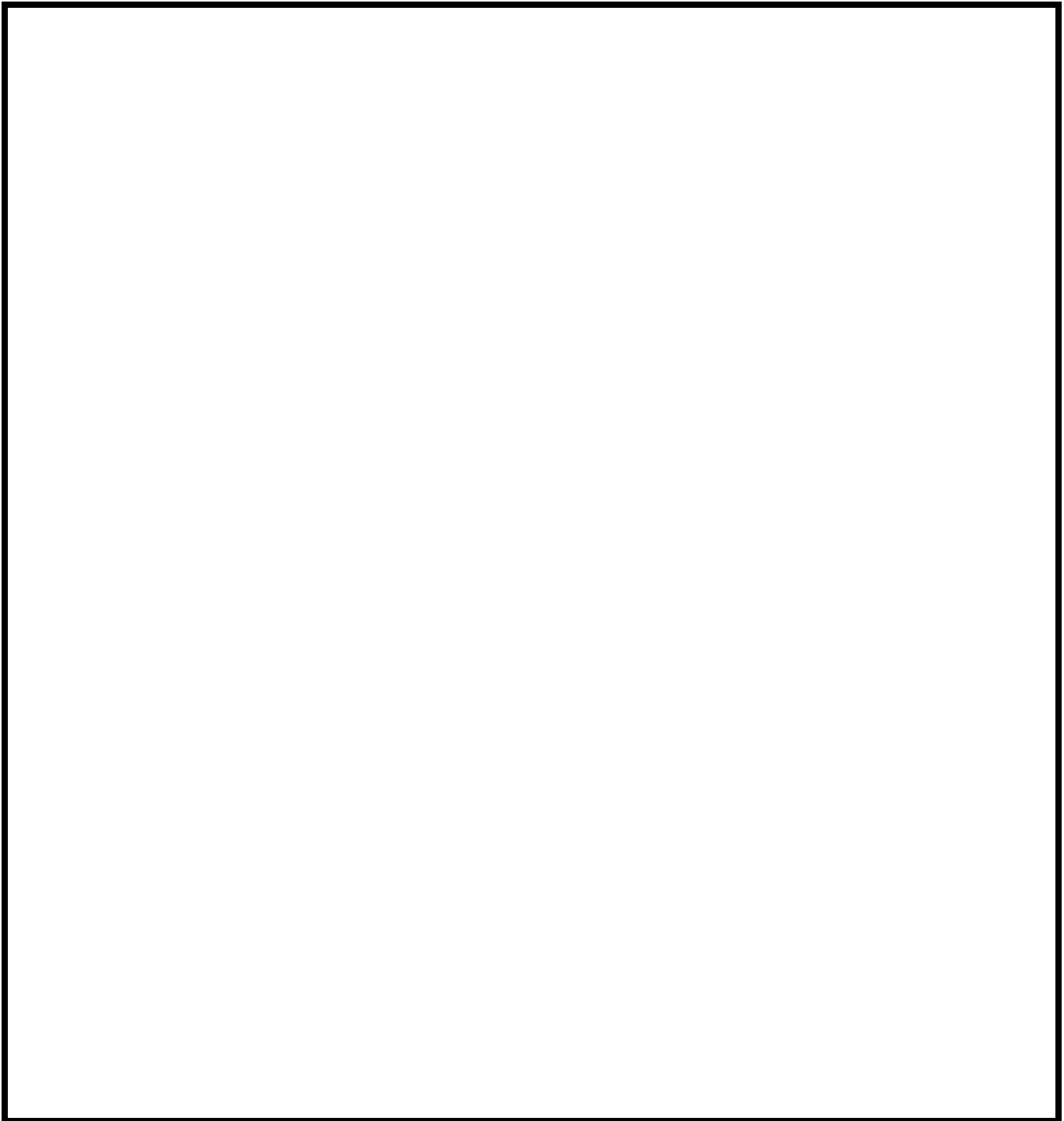
Total Fees Collected & Submitted to Environmental Health Department: _____

Type: TFF – Temporary Food Facility MFF – Mobile Food Facility NP – Non-Profit

EVENT SITE PLAN

Draw site plan showing proposed locations of all food booths, restrooms, handwash facilities & janitorial facilities. Use the symbols below. Food vendor # is to correspond with master food vendor list.

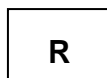
Existing site plan may be submitted in-lieu of "Event Site Plan"



Food Vendor Number:



Refuse:



Janitorial Facilities:



Restroom Facilities:



Warewashing:



Handwashing Facilities:



Potable Water Supply:

