

Community Event Organizer Guidelines

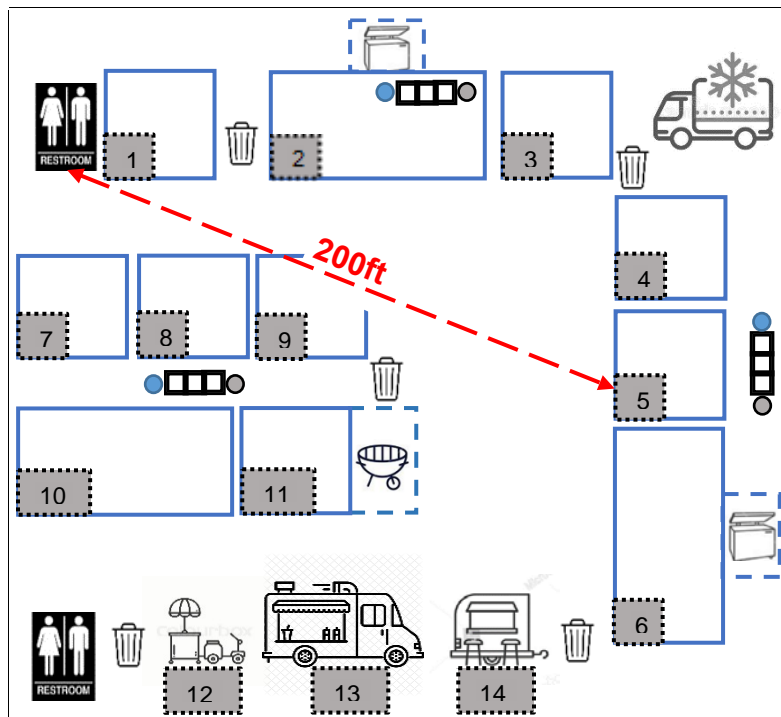
Environmental Health is committed to partnering with Event Organizers to ensure all food being offered to the public is safe and does not become a cause of a disease outbreak. Did you know that if two or more food vendors are selling or giving away food to the public at a community event, an event organizer health permit may be required for the person organizing the event?

To get started submit an “Event Organizer Health Permit Application” along with a site plan and permit payment at least two (2) weeks prior to the community event start date.






- The Event Organizer must submit a completed packet prior to any Temporary Food Facility (i.e. food booth) health permit application(s) being accepted by Environmental Health.
- Ensure that food booth vendors that plan to participate in the community event submit a TFF Application for review and approval at least seven (7) days prior to the event.

Sample of a Site Map – Identify the following:

- Location of proposed food vendors
- Location of back-up food storage/units for food vendors
- Location of public restrooms and restrooms for use by food vendors
- Location of trash containers
- Location of shared 3-Compartment sinks
- Clean water supply and waste water; Electricity (if provided)



Legend

-  3-Compartment sink w/25gal clean & 50gal waste water tanks + overhead protection
 -  Trash containers
 -  Restrooms + handwash
 -  Back-up freezer storage unit + overhead protection
 -  Refrigerated truck storage
1. Pizza Time
 2. Thai Food with their own 3-comp, back-up food storage with overhead protection
 3. Chip Cookies & shared truck storage
 4. Sliced Fruit & shared truck storage
 5. Ramen Bowl
 6. Spud Potatoes + back-up food storage with overhead protection
 7. House of Chicken
 8. Bottled Juice
 9. Vegan Bar
 10. Chicken Nugget Galore
 11. Hotdogs with an outdoor BBQ + barrier
 12. Popsicle Cart
 13. Sandwich Food Truck
 14. Popcorn Concession Trailer

VENDOR MEETINGS

Environmental Health (EH) is available to participate in vendor meetings so that we can answer any questions and ensure that all the required applications are submitted prior to the event. If your organization is interested in EH attending your meeting, please contact us two weeks in advance of your meeting, so that we can plan accordingly.

EVENT ORGANIZER SET UP REQUIREMENTS

Provide a 3-Compartment sink within 100 feet of food booths that are handling unpackaged food. Sink must have:

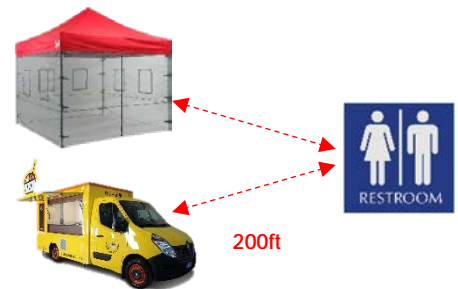
- Hot (120°F) and cold running water
- Minimum 25 gallons of potable water with waste tanks being 50% greater
- Minimum 18"x18"x12" compartment size with dual integral drain boards
- May be shared by up to 8 TFF vendors
- Overhead protection



Note: A utensil wash sink may not be required if the duration of the event is 4 hours or less and each food vendor has an adequate supply of properly cleaned and sanitized backup utensils, dishes, and cooking equipment.

Food employee toilets/handwashing facilities

- 1 toilet per 15 food employees within 200 feet of food operations
- A sign should be provided indicating "Employees Only"
- Have (1) hand washing sink with warm water (100°F), liquid soap, single use paper towels, and a trash container for towel waste



Public toilet facilities as required by municipalities

- Check with your local municipality for requirements



- No live animals, bird, or fowl allowed within 20ft. from all food vendors (exception: Service Dogs)



Sewage and Liquid Waste service

- An approved sewage removal vehicle(permitted pumper truck) is available to service portable toilets and remove liquid waste from sinks, if not connected to the City sewer system.

Potable water

- Potable water is from a municipal source or from another approved source



Trash/ Waste

- Trash containers lined with watertight plastic bags are available adjacent to food booths and throughout the event as needed
- Trash containers are emptied and bags replaced on a regular basis to prevent a nuisance (i.e flies or vermin attractant)
- Trash is disposed of in an approved manner (i.e. trash service) as needed



Food Vendor List

List all food vendors, beverage vendors, and food vehicles that are not permitted in Orange County.
Attach additional sheets if needed for more vendors.

Name of Vendor	Owner's Name	Email	Phone #	Type of Vendor
Example: Taco Macho	John Smith	John@abcd.com	(714)123-4567	Category 2, Open Food

Orange County Food Truck/Trailer Verification Form

Fill out the information below to verify if the Orange County permitted Mobile Food Facility is eligible to operate at your Event.

Name of Food Truck/ Cart:	Owner's Name:	License Plate #:	Health Permit (PR#):
Example: Popcorn on Wheels	Jane Doe	1AB2345	PR1234567



Public Health Services
 Environmental Health Division
 1241 E. Dyer Road, Suite 120, Santa Ana, CA 92705
 Telephone: (714) 433-6080
 Email: EHSpecialEvents@ochca.com
 Web Site: www.ocfoodinfo.com/tff

HEALTH PERMIT APPLICATION EVENT ORGANIZER

This section is to be completed by the applicant, in full – Please print clearly – Do not detach copies – Health Permits are NOT transferable and NOT refundable

TYPE	<input type="checkbox"/> For profit Event Organizer	Event Frequency:
	<input type="checkbox"/> Nonprofit Event Organizer, attach proof of non-profit charitable organization status	<input type="checkbox"/> Single Event <input type="checkbox"/> Recurring Event

CITY	City approved Community Event: <input type="checkbox"/> Yes <input type="checkbox"/> No. What type of event: _____
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EVENT INFO	Name of Event:	Event Date(s):	Event Hours of Operation _____ AM/ PM to _____ AM/ PM
	Event Address:	City:	Zip:

THIS APPLICATION MUST BE SUBMITTED 2 WEEKS PRIOR TO EVENT

EVENT ORGANIZER INFO	Type of Ownership (*Attach Certificate of LP, LLP Registration, Articles of Incorporation or Organization)			
	<input type="checkbox"/> Individual Owner <input type="checkbox"/> Partnership <input type="checkbox"/> LP* <input type="checkbox"/> LLP* <input type="checkbox"/> Corporation*		<input type="checkbox"/> LLC*	
	<input type="checkbox"/> Nonprofit Charitable Organization, attach proof of status** <input type="checkbox"/> City/Government Entity			
	Company/Business/Nonprofit Name:		Owner's Name:	
	Event Organizer's Name:		Event Organizer's Phone Number:	
	Owner's Address (cannot be a P.O. Box):		City:	State: Zip:
	Mailing Address (if different from Owner's Address):		City:	State: Zip:
Driver's License (if Individual Owner or Partnership, for Recurring Events only):			Owner's Email:	

SPECIFICATION	Total number of food vendors/vehicles at your event: _____ (Please attach a list of all food vendors/vehicles to this application)		
	Shared 3-compartment sinks for vendors on approved flooring with overhead protection (up to eight Category 2 TFFs per sink, within 100ft)		
	Who will provide the shared 3-compartment sink: _____ How many will be provided? _____		
	Approved restrooms for food vendors/vehicles (1 toilet for every 15 employees, within 200ft)		How many will be provided? _____
	Who will remove the liquid waste: <input type="checkbox"/> Event Organizer <input type="checkbox"/> TFF Operator <input type="checkbox"/> City of _____		
	<input type="checkbox"/> Connected to sewer <input type="checkbox"/> Waste Removal Company: _____		
	Is electrical provided for each food vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If the event is scheduled for more than one day, will the TFF(s) have continuous electricity to power refrigerator(s) overnight? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Provide a site map included with location of: vendors, water lines (potable/waste), trash, vendor back-up storage, restrooms, handwashing sinks for restroom, shared 3-compartment sink, & electricity (if provided)			

TERMS	I hereby make an application for a health permit to establish and/or operate the above business, use, or services in accordance with the laws, ordinances, and regulations that are now or may hereinafter be in force pertaining to the above business and I certify that I am the owner or authorized representative of this business and that all statements are true to the best of my knowledge. I hereby consent to all necessary inspections incident to the issuance of this permit and operation of the business.	
	Once the Event Organizer application packet is approved by a representative of Environmental Health and fees are paid in full, then a health permit is issued. Food operations without the necessary permits shall be subject to closure of the food facility and a penalty not to exceed three times the cost of the permit (California Retail Food Code, section 114387).	
	Print Name	Title
Signature	Date	

OFFICE USE ONLY

FEE	PR:	PE:	FA:	EV:	OW:	AR:
	Permit is valid for:					
Fee Amount:	HSO Number:		Program Identifier:		Billing Status:	

EHS	Notes:	
	Permit Approved By (PRINT):	Date:

Welcome to Orange County! Our goal at Environmental Health is to partner with you in ensuring safe, quality food for your consumers.

A permit shall be obtained by the person or organization responsible for facilities that are shared by two or more food facilities. The Event Organizer health permit application and site plan shall be submitted to the enforcement agency at least two weeks prior to the Community Event. The site plan shall show the proposed locations of the food facilities, restrooms, refuse containers, potable water supply faucets, waste water disposal facilities, and all shared warewashing and handwashing facilities (California Retail Food Code, section 114381.1).

Single event are TFFs at a community event conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period and that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the local enforcement agency.

Recurring event refers to a specific community event that has been approved by Environmental Health at a site specific location that has temporary food facilities that operate year round. These include TFFs that operate at a Certified Farmer's Market, Fisherman's Market, Swap Meets, and other approved site specific events. Health permits are automatically renewed and invoiced annually. The Event Organizer is responsible for all outstanding invoices until this Agency receives notification of the last date of the event operations. It is the vendor's responsibility to notify Environmental Health and the Event Organizer of the date of last operation.

To apply for a Health Permit, submit the following documents:

- **Completed "Health Permit Application – Event Organizer"**
 - Please print or type your application.
 - All fields must be completed and legible. Enter N/A if a field is not applicable to the business. If the information entered is the same for multiple fields, reenter that information – do not use "same as above."
 - Do not enter information in the section noted "OFFICE USE ONLY."
- For **RECURRING EVENTS ONLY**, attach a copy of the supporting documentation of the "person" who is legally responsible for the operation of the food facility
 - **Individual Owner** – a current driver's license, state issued identification card, or Foreign Consulate Identification Card
 - **General Partnership** – a current driver's license, state issued identification card, or Foreign Consulate Identification Card for each owner
 - **Limited Partnership (LP)** – Certificate of Limited Partnership
 - **Limited Liability Partnership (LLP)** – Limited Liability Partnership (LLP) Registration
 - **Corporation** – Articles of Incorporation, including a list of the officers' names and titles
 - **Limited Liability Company (LLC)** – Articles of Organization
 - **Nonprofit Charitable Organization**** – Articles of Incorporation pursuant to Nonprofit Corporation Law as defined in the California Retail Food Code. Nonprofit charitable temporary food facilities may operate up to four times annually. These four time periods shall not exceed 72 hours each. (California Retail Food Code, Section 114332.1).
- **Submit a Vendor List and Site Map**

Acceptable forms of payment are cash, check, credit card, or money order. Make checks payable to the County of Orange. Health permit fees are nonrefundable. You may pay in person from 8:00 am to 4:30 pm Monday through Friday (excluding County holidays) or mail your check along with this completed health permit application. This information must be received in the office at least two weeks prior to the event:

Orange County Environmental Health
1241 E. Dyer Road, Suite 120
Santa Ana, CA 92705

Food operations without the necessary permits shall be subject to closure of the food facility and a penalty not to exceed three times the cost of the permit (California Retail Food Code, section 114387).

To learn more about Special Events, please visit www.ocfoodinfo.com/tff.

If you have any questions, please contact the Special Events Program at (714) 433-6080.