

## Community Event Organizer Guidelines

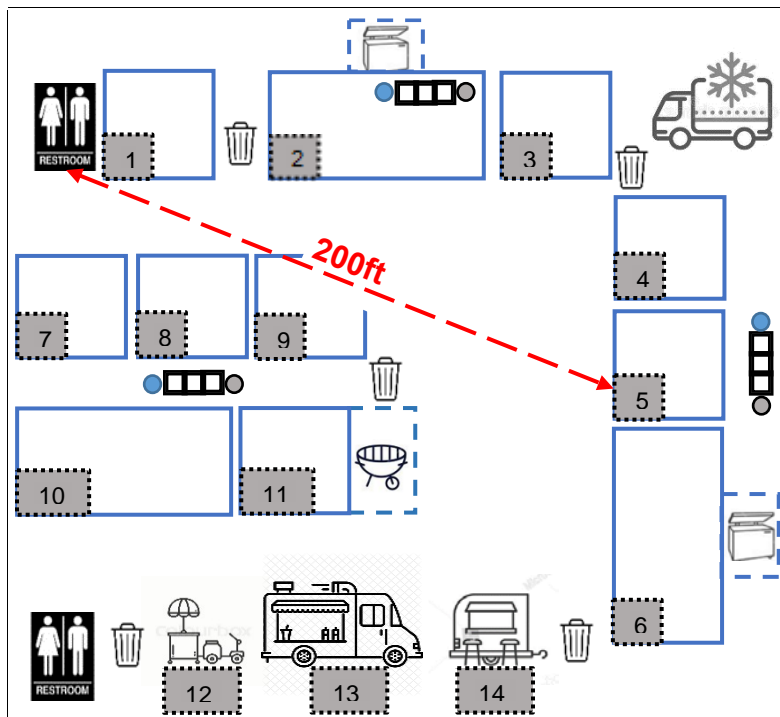
Environmental Health is committed to partnering with Event Organizers to ensure all food being offered to the public is safe and does not become a cause of a disease outbreak. Did you know that if two or more food vendors are selling or giving away food to the public at a community event, an event organizer 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 or connections to a fresh water line and the sewer
- Minimum 18"x18"x12" compartment size with dual integral drain boards
- May be shared by up to 8 Open Food 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 the food vendor has an adequate supply of backup utensils and cooking equipment that are washed and sanitized (at an approved facility) prior and after the event.

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 20 feet 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







Regulatory/Medical Health Services  
 Environmental Health Division  
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 Website: [www.ocfoodinfo.com/tff](http://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

EVENT	Event Frequency <input type="checkbox"/> Single Event <input type="checkbox"/> Recurring Event		City Approved Community Event <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, then what type of event: _____	
	Name of Event		Event Date(s)	Event Hours
	Event Address		City	_____ AM / PM to
	Organizer Name		Organizer Phone / Email	
				_____ AM / PM

**THIS APPLICATION MUST BE SUBMITTED 2 WEEKS PRIOR TO EVENT**

FOOD VENDORS	Total number of food vendors at your event: _____ (Please attach a list of all food vendors/vehicles to this application)		
	How many vendors will be:	For-profit	Nonprofit
	• Prepackaged food only, packaged samples, and/or whole produce - <b>Category 1A:</b>	_____	_____
	• Prepackaged food and open sampling/dispensing, no refills on-site - <b>Category 1B:</b>	_____	_____
	• Food/beverage preparation on-site, refilling on-site, & unpackaged foods - <b>Category 2:</b>	_____	_____
	• Food trucks/trailers/carts: Are the vehicles Orange County permitted? <input type="checkbox"/> Yes, how many: _____ <input type="checkbox"/> No, how many: _____ <b>If no, have each vehicle fill out a Temporary Food Facility (TFF) Application</b>		

SPECS	Shared 3-compartment sinks for vendors (up to eight Category 2 TFFs per sink)	How many will be provided? _____
	Approved restrooms for food vendors (1 for every 15 employees, within 200ft)	How many will be provided? _____
	Site map attached must include location of: vendors, water lines (potable/waste), trash, vendor back-up storage, restrooms, handwashing sinks for restroom, shared 3-compartment sink, & electricity (if provided) <input type="checkbox"/> Yes <input type="checkbox"/> No	

OWNER	Name of Business (DBA)		Business Email	Business Phone
	Type of Ownership (*Attach Certificate of LP, LLP Registration, Articles of Incorporation or Organization)			
	<input type="checkbox"/> Individual/Sole Proprietorship <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			
	Owner's Name			Owner's Phone
Owner's Address (Cannot be a P.O. Box)		City	Zip	
Driver's License (if Sole Proprietorship or Partnership; attach copy of all owner IDs)			Owner's Email	

TERMS	<p>I hereby submit 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. 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 related to the issuance of this permit and operation of the business.</p> <p>I shall notify the Orange County Environmental Health Division (OCEH) in writing if I transfer ownership, discontinue operation or have an address change. Failure to do so will result in obligation to pay health services fees and additional penalties. I understand that any occupied food vehicle operating as a TFF at a single event shall provide proof that the vehicle meets all safety requirements by providing the California Department of Housing and Community Development insignia. Mobile Food Facilities (MFF) operating at recurring events, must submit MFF plans to verify the vehicle meets current MFF requirements, pass inspection and obtain an Orange County MFF permit prior to operating at an event. I understand that any change from the original conditions of approval, including, but not limited to equipment, menu, method of operation or change of ownership for any food vehicle requires review and approval by OCEH.</p> <p>Once the Event Organizer application packet is approved by a representative of OCEH and fees are paid in full, then a health permit will be issued. Failure to submit the completed application packet and payment of the health permit fees will result in the closure of the facility pursuant to California Health and Safety Code and applicable ordinances, and is subject to penalty not to exceed three times the cost of the permit. Permits are not transferable and fees are not refundable. Permits will not be issued the day of the event. Payment may be made in person or by mail at 1241 E. Dyer Rd., Suite 120, Santa Ana, CA 92705, Monday – Friday, 8:00 a.m. – 4:00 p.m. (excluding County holidays).</p>	
	Print Name	Title
	Signature	Date

**OFFICE USE ONLY**

FEE	PR	PE	FA	SR	OW	AR
	Permit is valid for				Program Identifier	Billing Status
	Notes				Fee Amount	HSO Number
EHS	Permit Approved By (PRINT)				Date	

Welcome to Orange County! Our goal at Environmental Health (OCEH) 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 at least two weeks prior to the Community Event. The site plan shall indicate the proposed locations of the food facilities, restrooms, refuse containers, potable water supply faucets, waste water disposal facilities, and all shared utensil washing and handwashing facilities (California Retail Food Code, Section 114381.1).

**Community Event** – a *public* gathering of a civic, political, public or educational nature such as county fairs, city festivals, carnivals, etc.

- *Single* events are those that operate for less than 25 consecutive or nonconsecutive days in a 90-day period
- *Occasional* events are those that are operated by nonprofit charitable organizations for up to three days in a 90-day period
- *Recurring* events are those that operate regularly throughout the year, such as farmers markets and swap meets

Health permits for recurring events are automatically renewed and invoiced annually. It is the vendor's responsibility to notify, in writing, OCEH 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."
- 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

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 a.m. to 4:00 p.m. 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

Permits will not be issued the day of the event. A permit, once issued, is nontransferable. A permit is only valid for the person, location, the specified event, type of food sales, or distribution activity, and unless suspended or revoked for cause, for the time period indicated. 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).

Per California State law, nonprofit charitable Temporary Food Facility vendors may be exempt from fees for up to four occasional events per year. A nonprofit charitable organization includes a corporation incorporated pursuant to the Nonprofit Corporation Law (Division 2 [commencing with Section 5000] of Title 1 of the Corporations Code), that is exempt from taxation pursuant to paragraphs (1) to (10), inclusive, and paragraph (19) of Section 501(c) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation Code (California Retail Food Code, section 113841).

To learn more about the Food Safety Program, please visit [www.ocfoodinfo.com](http://www.ocfoodinfo.com). To learn more about Special Events, please visit [www.ocfoodinfo.com/tff](http://www.ocfoodinfo.com/tff).

If you have any questions, please contact the Environmental Health Division at (714) 433-6000 or the Special Events Program at (714) 433-6080.