



Dear IRF Vendor Applicant:

Thank you for your interest in applying to participate as a vendor at the 6<sup>th</sup> Annual Island Reggae Festival on Saturday, July 8, 2017 at the Santa Clara County Fairgrounds in San Jose, California. Enclosed please find an application to be completed by both returning and new vendors. Also included are the guidelines and requirements set by the City of San Jose, County of Santa Clara, and the State of California.

Island Reggae Festival offers an all-day cultural experience with live music, dance and tattoo showcases, art exhibit, carnival rides for the kids, and an array of new and returning food and merchandise vendors.

Due to the overwhelming response of vendor applicants, it is pertinent to ensure your application is filled out in its entirety prior to submitting it to avoid any delays. Incomplete applications will be sent back for completion in which the new post marked date will be considered as the date we received it.

All merchant and food vendor applications must be post marked on or before May 1, 2017. Applications will be reviewed thoroughly and notified of acceptance via email or with a phone call no later than May 3, 2017. Vendors not chosen will be put on a waiting list and will be notified immediately once space becomes available. ***Vendors whom have been accepted will have no more than 7 days to submit their booth fees by Credit Card (credit card payments are subject to an additional fee), Money Order, and/or Cashier's Check. If payment is not received or postmarked on or before the 7th day (May 10<sup>th</sup>) then that candidate will forfeit their space and it will be offered to the next candidate on the waiting list.***

**Vendors will NOT be allowed the use of a golf cart. Anyone violating this directive, will be subject to the closure of their booth and forfeiture of their booth fees.**

Feel free to contact me via email at the email address mentioned below with any questions.

Sincerely,

Cecelia Solia / Vendor Coordinator  
Rudebwoy 3ntertainment  
(408) 401-4371  
[vendors@islandreggaefest.com](mailto:vendors@islandreggaefest.com)  
[www.islandreggaefest.com](http://www.islandreggaefest.com)



**RUDEBWOY 3NTERTAINMENT**  
**6<sup>th</sup> ANNUAL ISLAND REGGAE FESTIVAL**

2017 Food Booth Application

Saturday, July 8, 2017 – 11 AM – 11 PM

**Merchant Vendor Sign-up Deadline Date: May 1, 2017**

Vendor Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: HM \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**PROPOSED MENU:** *Please attach a detailed menu with pricing.* We recommend including island-inspired items on your menu. Please attach photos of your tent/mobile truck and food. **Food vendors will NOT be allowed to sell beverages of any kind.**

Valid Sellers Permit Number \_\_\_\_\_

**TYPE OF BOOTH: (check one) Note:** *The Expo Food Circle will be CLOSED. We will NOT be offering this space for any vendors.*

☐ Tented Booth

☐ Food Truck/Trailer (Please specify size): \_\_\_\_\_

Food Booth @ \$800 includes 4 Vendor Passes \$800 x \_\_\_\_\_ = \_\_\_\_\_

Security Deposit of \$250 **(Made out to "Rudebwoy3nt" as a separate check)** \$250 x \_\_\_\_\_ = \_\_\_\_\_

Rented 8' Table @ \$15 each \$15 x \_\_\_\_\_ = \_\_\_\_\_

Rented Chairs @ \$5 each \$5 x \_\_\_\_\_ = \_\_\_\_\_

1 Standard Vendor Parking Pass @ \$10 \$10 x \_\_\_\_\_ = \_\_\_\_\_

**or**

1 Standard Parking Pass w/Detachable Trailer @ \$20 **(Limited Space and NOT Guaranteed)** \$20 x \_\_\_\_\_ = \_\_\_\_\_

Additional Vendor Passes @ \$50 each **(Limit of up to 6 additional passes)**  
**(NO-ADD ONS once application has been submitted/ No Acceptions)** \$50 x \_\_\_\_\_ = \_\_\_\_\_

TFF Fee (see TFF Permit Types for Risk Category) \$ x \_\_\_\_\_ = \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED:** \$ \_\_\_\_\_

Visa/MC/Amex/Discover \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_ (subject to fee)

Credit card billing address if different from above: Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**\*\*PLEASE NOTE: CANOPIES, EXTENSION CORDS AND LIGHTING WILL NOT BE SUPPLIED BUT ARE HIGHLY RECOMMENDED TO BRING WITH YOU.\*\***



## **Terms and Conditions of Participation**

### **Date and Hours of Operation**

Island Reggae Festival will be open to the general public on Saturday, July 8, 2016 from 11:00am to 11:00pm.

### **Set-Up, Take Down and Clean-up**

Vendors will be allowed onto Santa Clara County Fairgrounds for set-up on Thursday, (7/6/17) and Friday, (7/7/17) from 12:00pm to 7:00pm. **There will be no vendor set-up on the day of the event, Saturday, (7/8/17).** Vendors are strongly encouraged to put up signs, decorate and move in large appliances and tables on Friday. If you set up in the wrong booth space you will be asked to move. If you are not available to move your booth, Festival management has the right to move your booth and is not responsible for any damage caused by the move. Booths must be set up and ready for inspection and for business by 8:00am the day of the event and must remain open for business until 11pm. Vendors are solely responsible for the take-down and cleanup of their assigned space and items at the close of the event.

### **Vehicle Access and Parking**

Vehicles may be driven onto designated areas for unloading and loading purposes only and **ONLY** on Thursday's and Friday's set-up days, 7/6/17 and 7/7/17. There will **NOT** be any vendor vehicles on the grounds on the day of the event, Saturday, 7/8/17. All vehicles must be parked in the designated vendor parking area according to their parking pass and must remain there until the close of the event. All vendors have the opportunity to purchase either one standard parking **ONLY**, at \$10 or one standard with a detachable trailer **ONLY**, for \$20. Additional parking is available at the standard rate offered to the public the day of the event in public parking lots. You will not be able to load before 11pm and this rule will be strictly enforced for the safety and security of attendees.

**Vendors needing to transport additional items from their vehicles after doors open and after all access gates have been closed will be required to re-enter through security check-in for inspection.**

### **Fees/Deposits**

**All booths must be paid in full within 7 days of approval.** A separate refundable security deposit fee of \$250 will also be required. This is a separate check that will remain un-cashed and will be returned to you after your booth and surrounding area have been checked for litter or damage of any kind.

**Note: Please DO NOT send fees and/or deposits until you have received confirmation that you have been accepted to participate in the 2017 IRF as a vendor.**

All vendor canopies must be within the purchased amount of space. Any oversized canopies, decorations, hanging racks or tables that extend beyond their purchased space will be billed \$250 for every 10'x10' space or less used. If you do not comply by these rules, your deposit will **NOT** be returned to you.

### **Booth Information**

The booth fee covers a space of 10'x10' or 10'x20'. **You must provide your own canopy (not to exceed 15 feet high), tables, chairs, supplies and materials as needed.**

All vendors must secure their booths with some form of weight system (i.e. stakes, sandbags, cinder blocks or water containers)

### **Fire Extinguishers**

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of **2A:10B:C**. (5lb dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **2A:10B:C** shall not exceed 75 feet.
3. Booths that will be frying shall have a **Class K** Type fire extinguisher. (wet chemical)
4. Fire extinguishers shall be visible and accessible at all times.
5. Fire extinguishers shall be serviced annually and have a tag affixed indicating date of service.
6. Each generator location shall be provided with a fire extinguisher with a minimum **40B:C** rating. The extinguisher shall be located near the generator and accessible at all times.

**No booth sharing will be allowed.** Vendors must keep their booth space neat and tidy. We encourage the use of recyclable/biodegradable products. Trash and recycling receptacles will be provided throughout the event areas.

**Booth spaces and map layout with vendor location will be assigned prior to the week of the event in the order that the applications were submitted.** You are responsible for staffing, assembling, and dismantling your booth, and furnishing any equipment and supplies, unless supplied. We encourage you to decorate your booth keeping in mind the theme of this event. Display items must not interfere with the flow of traffic.

***Island Reggae Festival has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional.***

### **Seller's Permit**

All vendors must provide their valid Seller's Permit number or Temporary Seller's Permit number on their application. For more information contact the Board of Equalization at: <http://www.boe.ca.gov/info/reg.htm>.

### **Informational Booths**

Open to businesses and non-profit organizations who wish to promote their products and/or services to IRF attendees. While promotional items are permitted and encouraged, informational booths will **NOT** be permitted to sell products or give away food or drinks.

### **Approved Items for Sale**

**Only items listed on the application and approved may be sold at Island Reggae Festival.**

Vendors found in violation of these rules are subject to immediate expulsion from the festival grounds with no refund of fees paid without prejudice to IRF and its right to other claims or damage. Merchandise that creates excessive trash may not be sold (i.e. poppers, streamers, egg shells or sawdust, etc.). Food items will be reviewed in order to prevent duplication and ensure diversity.

**No beverages may be provided for sale or given for free to any person attending the event.**

This is a family-friendly event; therefore apparel that is drug-related or contains vulgar language will not be allowed to be sold in vendor booths.

Any discrepancies from the approved application may result in product removal per IRF.

**IRF reserves the right to sell official licensed goods such as event t-shirts, hats, programs and any other promotional items. These may not be sold at any other merchandise booth. IRF reserves the right to sell beverages, bottled water and ice.**

Any third-party sponsorship items and/or national corporation/franchise items displayed, distributed, promoted, or otherwise presented at the event without the express written consent of IRF is prohibited. Vendors found in violation of these rules are subject to immediate expulsion from the festival grounds with no refund of fees paid without prejudice to IRF and its right to other claims or damage.

### **Eco-Friendly**

Island Reggae Festival is an ECO-FRIENDLY event and asks that you consider the environment when making your Food Packaging & Serving choices! Any non-coated paper products are compostable and acceptable by Festival standards. Recyclable plastic (#1 or #2 plastics) are mandatory.

### **Security**

IRF will provide one security guard overnight but it is your responsibility to tightly enclose your booth to protect your specific items. Leaving any items overnight in your booth is done so at your own risk. IRF will not be responsible for any loss or theft incurred by any vendor. **Security will be required to check all items brought in with vendors once the doors open for business.**

### **Confirmation Policy**

**Application submission does not guarantee approval of your booth.** Please **DO NOT** send fees and/or deposits until you have received confirmation that you have been accepted to

participate in the 2017 IRF as a vendor. All booth applications will be reviewed and notified of their acceptance by email or phone. Those who are not accepted will be added to a waiting list and notified once space becomes available.

**Cancellation Policy**

No refunds will be given in case of inclement weather, acts of nature, forfeiture, failure to obtain required permits (see below for more information), or by restrictions of government agencies to amend or cancel the event, over which Island Reggae Festival has no control.

If you cancel your involvement with the event after your application is accepted, and you have provided notice by email prior to June 1, 2016, then your application fees will be returned, less a \$50.00 cancellation fee. Cancellations after June 1, 2017 will result in the forfeiture of the entire fee and must be in writing and postmarked by June 1, 2017.

**Participants Agreement (Please read and check appropriate boxes below):**

☐ I have read the application and the “Terms and Conditions of Participation” and agree to all conditions for participation in Island Reggae Festival 2017. We agree to release Island Reggae Festival, Rudebwoy 3ntertainment, Santa Clara County Fairgrounds, and its event committee and sponsors from any and all responsibility for loss, damage, and injury to any person or property, as well as damages arising from lost sales or profits resulting from our participation in the 6<sup>th</sup> Annual Island Reggae Festival on Saturday, July 8, 2017.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_



## **ISLAND REGGAE FESTIVAL 2017 VENDOR WAIVER OF LIABILITY**

In consideration of the acceptance of the right to participate vendors, participants, by execution of this form release and discharge Island Reggae Festival, the Santa Clara County Fairgrounds and their trustees, Rudebwoy 3ntertainment, and their officers, directors, agents, representatives, volunteers and all others associated with the Island Reggae Festival of and from any and all known damages, injuries, losses, judgments and/or claims from any cause whatsoever that may be suffered by vendor, his person or property. Further, each vendor agrees to indemnify all of the foregoing entities, firms, persons, and bodies from any and all liability occasioned or resulting from the conduct of vendors or any participants or employees, assisting or cooperating with vendors and under the direction or control of vendors.

Island Reggae Festival assumes no responsibility for accidents, to any person, property, or loss of damages by theft, fire, water, wind, storm, acts of a third party, or for any other causes; all concessionaires, exhibitors, and their agents agree to abide by all rules of the Island Reggae Festival and to indemnify Island Reggae Festival and its, directors, agents, and volunteers thereto.

The violation of any of the above mentioned conditions by the holder of a vendor permit, or by his, her, or its agents or employees shall annul the permit and Island Reggae Festival shall have the right to exclude the offender from the grounds and to take charge of the occupied space. All fees paid by the offending vendor shall be forfeited to the Island Reggae Festival.

By signing this release the vendor acknowledges and understands that no insurance is available for coverage to the vendor unless otherwise provided by private insurance obtained by the vendor.

**I agree to abide by all rules of and regulations of Island Reggae Festival, including the terms as stated in the preceding paragraphs:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor/Business Name: \_\_\_\_\_

**\*\*\* FEES WILL BE DUE WITHIN 7 DAYS OF BOOTH APPROVAL FROM ISLAND REGGAE FESTIVAL AND MUST BE PAID IN FULL\*\*\***

**Checklist:**

Signed and Completed Application  
Photos of Tent Booth or Mobile Truck  
Copy of Reseller's Permit  
Auto Insurance for Commercial Vehicles (i.e. Food Trucks)\  
Waiver of Liability Form

**Circle all that apply:**

Copy of Mobile Food Facility Permit

Copy of Multi-Event Annual Permit

I am Applying for a Temporary Food Facility (TFF) Permit

**Upon Approval Acceptance of Booth:**

**ACCEPTED FORM(s) OF PAYMENT**  
**(Credit Card, Money Order, Cashier's Check)**

*A Personal Check of \$250 for Security Deposit*

**PLEASE MAKE CHECKS PAYABLE TO:**

**Rudebwoy 3ntertainment**

**Mailing Address:**

Rudebwoy 3ntertainment  
**Attn: c/o Cecelia Solia / Island Reggae Festival**  
3288 Napa Drive  
San Jose, CA 95148

***\*\*To ensure delivery to the above mentioned mailing address, please make sure you are able to track your application and fees. Rudebwoy 3ntertainment, Island Reggae Festival, and Vendor Coordinator is not responsible for delays, incorrect deliveries, and/or lost communication through US Postal Mail, Fed-Ex, UPS, etc.\*\****

# Application for a Temporary Food Facility (TFF) Permit at a Temporary Event

Complete BOTH sides of this form. RETURN TO THE EVENT COORDINATOR with applicable fees and documentation.  
**Applications, fees must be submitted to this department by the Event Coordinator at least 2 weeks before the event.**

Incomplete or late applications may not be approved or the menu may be restricted.  
Once the application is approved, NO changes may be made without approval of this Department.  
Unauthorized changes may result in permit suspension.

For applications and TFF requirements, go to [www.ehinfo.org](http://www.ehinfo.org) > Programs & Services > Consumer Protection Division > Temporary Events.

BUSINESS INFORMATION		EVENT INFORMATION	
Business or Organization Name / DBA		Event Name	
Owner Name or Care Of Name		Event Location	
Owner Address		Event Address	
City and Zip Code		City and Zip Code	
Owner Business or Home Phone		Food Service Date(s)	Food Service Time(s)
Owner Cell Phone		Food Service Date(s)	Food Service Time(s)
E-mail Address		Food Service Date(s)	Food Service Time(s)
Event Coordinator Name and Phone		Food Service Date(s)	Food Service Time(s)
TEMPORARY FOOD FACILITY (TFF) INFORMATION		PERMIT TYPES (must check one, as applies)	
Facility Type: <input type="checkbox"/> Food Booth If your food booth will be larger than 10'x10', indicate size: _____ <input type="checkbox"/> Beverage Booth(s) Total Number of Beverage Booths: _____ <input type="checkbox"/> Food Cart <input type="checkbox"/> Food Vehicle (Applies to vehicles not permitted by County of Santa Clara DEH) <input type="checkbox"/> Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Indoor Event <input type="checkbox"/> Multiple food service stations: submit a simple site plan depicting where food and beverages (including beer/wine) will be distributed.		<input type="checkbox"/> TE06 - RC1 Low-risk food <input type="checkbox"/> TE07 - RC2 Moderate-risk food, prepared for same-day service (1-12 days) <input type="checkbox"/> TE08 - RC2 Moderate-risk food, prepared for same-day service (13+ days) <input type="checkbox"/> TE09 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (1-12 days) <input type="checkbox"/> TE10 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (13+ days) <input type="checkbox"/> TE14 - NO FOOD/BEVERAGE SALES – SAMPLING ONLY <input type="checkbox"/> TE01 - Annual Temporary Event Permit Holder (Santa Clara County) Permit Number (PT#): _____ <input type="checkbox"/> Veteran (submit the Affidavit for a Veteran's Exemption form with required documentation, along with a copy of your honorable discharge form <u>without</u> your social security information)	
Food Preparation Start Time: (Before Food Service Time)		BOOTH CONSTRUCTION INFORMATION	
Name of Temporary Food Facility: (Booth name to show on permit)		Overhead Covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other:	
Person in Charge Day of Event:		Floor: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Tarp <input type="checkbox"/> Other: (Grass or Dirt surfaces must be covered with approved tarps or plywood)	
Person in Charge's Cell Phone:		Walls: <input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other: (Enclosed food booth required if unpackaged foods are handled)	

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food facility. Any inspection time more than twenty minutes may be assessed, in 15 minute increments, at the current hourly rate approved by the Board of Supervisors, until the necessary changes or corrections are made. Re-inspections may be subject to additional fees.

I have read and understand the Requirements for Temporary Food Facilities in the County of Santa Clara and hereby agree to adhere to them.

The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true. NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act.

Applicant Signature

Print Name

Date

***** OFFICE USE ONLY *****			
OW#:	FA#:	PR#:	BO#:
<input type="checkbox"/> PFR (Processed Food Registration)	<input type="checkbox"/> CFO	<input type="checkbox"/> Certified Producers Certificate	<input type="checkbox"/> Other



ATTACH ADDITIONAL SHEETS IF NECESSARY.

County of Santa Clara Department of Environmental Health  
1555 Berger Drive, Suite 300, San Jose, CA 95112-2716  
Phone 408-918-3400 • Fax 408-258-5891 • [www.EHinfo.org](http://www.EHinfo.org)

**FOOD INFORMATION:** A complete listing of ALL food/beverage products served, sold, sampled, or given away from your facility must be detailed below.

Business Name: \_\_\_\_\_ Temporary Event Name: \_\_\_\_\_

Menu Item(s)  Include all food, beverages, condiments and all extra ingredients served with each item.	* (1) Prepared in Advance	Prepared ONLY at event	Item will be served AT the Event:				* (3) Serve samples	Preparation Methods AT the Event:					List food equipment to be used at the event (e.g., cold-holding and hot-holding devices, rapid reheating methods, cooking equipment, sneeze guard protection) <b>AND</b> any additional preparation methods. - If any potentially hazardous foods will be held at room temperature, you must submit a written procedure for approval.
			* (2) Pre-packaged	Hot	Cold	Room Temperature		Cook to Order	Thaw	Cut / assemble / portion	Cook / bake / grill	BBQ / Deep fry	
Example: Hamburger		X		X				X			X		BBQ to cook, chafing dish to hot-hold
Example: Cookies	X					X							Food storage containers

\* (1) ADVANCE PREPARATION activities at approved kitchen ☐ No advance preparation

If you do not have a permitted facility, you must obtain permission to use a kitchen or commissary facility which has been approved in advance by the local dept. of environmental health or obtain prepared foods from an approved source. Pre-event food preparation inspections may be required. Have copies of food invoices/receipts at your booth, available for review upon request, as any unapproved foods found will be removed from public distribution.	
Commercial Kitchen or Commissary Name Address and City	The Applicant submitting this application has permission to use this facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify County of Santa Clara, Department of Environmental Health (408-918-3400).
Phone #	Date(s)/Time(s) of Pre-Event use
Print name of Permit Holder or Authorized Kitchen Representative	
Signature	
Date	
<input type="checkbox"/> Valid Health Permit in Santa Clara County (SCC). Enter facility #: FA	
<input type="checkbox"/> Facility is permitted outside SCC (ATTACH A COPY OF VALID HEALTH PERMIT).	

(a) Describe food items and how they will be prepared.


(b) Describe cooling procedure for potentially hazardous foods (PHF). (Include how temperatures will be monitored and verified.) ☐ No PHFs


\* (2) Will you PRE-PACKAGE food/beverages before the event? ☐ No ☐ Yes - submit a copy of your valid Processed Food Registration.

If you pre-package any foods or beverages, a Processed Food Registration is required. Visit the state's website for more info: [www.cdph.ca.gov](http://www.cdph.ca.gov).

\* (3) SAMPLING Procedures: Samples prepared in advance? ☐ Yes ☐ No Samples pre-portioned and pre-packaged in advance? ☐ Yes ☐ No

Include how and where samples will be prepared and how they will be served.


# **TFF TEMPORARY FOOD FACILITY GUIDELINES**

## **VENDORS/TEMPORARY FOOD FACILITY OPERATORS:**

Temporary Food Facilities (TFF) or food booths are food operations that operate at approved public events. A health permit is required to operate a TFF whenever food or beverage (unpackaged or prepackaged) is *sampled, sold, prepared, or given away* to the public. Food shall be obtained from sources that comply with all applicable laws. Food stored or prepared in a private home shall not be used or offered for sale unless that food is prepared by a cottage food operation that is registered or has a permit. Permitted operations are inspected by the Department of Environmental Health.

### **Obtaining a Temporary Food Facility Permit:**

1. Complete the application, Temporary Food Facility (Vendor), located on the bottom of this page.
2. Submit application and fee to the Event Coordinator. The Event Coordinator must submit the completed application and fee to the Department of Environmental Health **at least 2 weeks prior to the event or a 25% late fee will apply**. Applications and fees sent directly to the Department may be returned.
3. Once approved, you will receive your Temporary Food Facility Permit from the Event Coordinator.
4. The permit must be posted at your temporary food facility (i.e. booth) at all times during operation.

Operational guides and other documents are provided below to help you prepare and operate your temporary food facility in a safe and effective manner.

### **Current Environmental Health Permit Fees:**

#### **ADVISORY NOTES:**

- SELLING FOOD OR BEVERAGES WITHOUT A VALID HEALTH PERMIT WILL RESULT IN THE IMMEDIATE CLOSURE OF THE FOOD FACILITY, MAY RESULT IN THE ISSUANCE OF A MISDEMEANOR CITATION, POSSIBLE FINES, AND DENIAL OF FUTURE HEALTH PERMITS.
- PLEASE BE ADVISED THAT EFFECTIVE JULY 1, 2012, THE EVENT COORDINATOR FEES IS BASED ON THE NUMBER OF FOOD BOOTHS/OPERATIONS AT YOUR EVENT; THE FOOD VENDOR PERMIT FEE IS BASED ON THE COMPLEXITY OF THE MENU ITEMS AS WELL AS THE DURATION OF THE EVENT. THERE WILL NO LONGER BE A DISCOUNTED FEE FOR NON-PROFIT ORGANIZATIONS.
- THE EVENT COORDINATOR MUST SUBMIT THE COMPLETED APPLICATION AND FEE TO THE DEPARTMENT OF ENVIRONMENTAL HEALTH AT LEAST 2 WEEKS PRIOR TO THE EVENT OR A 25% LATE FEE WILL APPLY.

<b>NUMBER OF FOOD OPERATIONS</b>	<b>EVENT COORDINATOR FEE</b>
1 FOOD OPERATION	\$ 0.00
2 TO 10 FOOD OPERATIONS	\$ 172.00
11 TO 20 FOOD OPERATIONS	\$ 252.00
21 FOOD OPERATIONS OR MORE	\$ 343.00

<b>PERMIT TYPES FOOD VENDOR CATEGORIES</b>	<b>FEE 1-12 DAYS PER EVENT</b>	<b>FEE 13+ DAYS PER EVENT</b>
Risk Category 1 (RC1) Low Risk	\$ 99.00	\$ 99.00
Risk Category 2 (RC2) Moderate Risk	\$ 145.00	\$ 202.00
Risk Category 3 (RC3) High Risk	\$ 186.00	\$ 241.00
Sampling Only - No food/beverage sales Limited to small sample sizes	\$ 88.00	\$ 88.00
Mobile Food Facilities - carts/vehicles permitted by Santa Clara Co.	No temp event fee required operating under annual permit	-
Mobile Food Facilities - carts/vehicles NOT under permit by Santa Clara Co.	Fee will depend on menu - RC 1, 2 or 3	Fee will depend on menu - RC 1,2,3

Veteran \*must submit Affidavit for a Veteran's Exemption form and all required documentation (see form)

\$ 0.00

\$ 0.00

[Type text]

# **TFF TEMPORARY FOOD FACILITY GUIDELINES**

## **RISK CATEGORY DESCRIPTIONS:**

### **Food operation that operates on a single day or for multiple days is \$99. Temporary Food Facility Low Risk/RC 1 includes:**

- Prepackaged, non-potentially hazardous foods (non-PHF), or
- Prepares only non-PHFs. Examples include prepackaged foods/beverages, kettle corn, candies.
- Reheating commercially manufactured ready to eat foods with no further processing. Examples include canned chili beans, hot dogs, nacho cheese

### **Food operation that operate 1 to 12 days is \$145 or operates 13+ days is \$202. Temporary Food Facility Moderate Risk/RC 2 includes:**

- Food that is for same day service to customers (hamburgers, raw sausages, crepes etc.).
- Food that is prepared/cooked onsite and served with hot or cold holding of potentially hazardous food (PHF) after preparation.
- Absolutely no cooling of potentially hazardous foods are allowed, either in advance or on site.
- All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).
- The business owner of a brick and mortar food facility with a valid permit, prepares in advance of the event (potato salad, pot pies, and tamales) at their approved facility; the facility must have a valid permit and inspected by the local enforcement agency (you are the owner of that fixed facility); must provide a copy of their permit with the application

### **Food operations that operate 1 to 12 days is \$186 or operates 13+ days is \$241. Temporary Food Facility High Risk/RC3 includes:**

- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility
- Extensive menus with the handling and preparation of raw ingredients or complex preparation which includes cooking, cooling and/or reheating.
- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility permitted and inspected by the local enforcement agency (you are not the owner of that fixed facility but renting kitchen space, or with the owner's permission)
- Food that is prepared for multi-day use.
- All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).

Note: A processor of general food commodities (e.g. baked goods, noodles, processed fresh vegetables, seafood, snack foods, dietary supplements, etc.) must obtain a Processed Food Registration (PFR) from the state Food and Drug Branch. The PFR is needed prior to obtaining a TFF permit from the DEH. For more information, visit the state website: [Processed Food Registration](#)

### **Craven Act Exemption (Donated Foods):**

Non-Profit Organization will qualify for this exemption if they coordinate a community event and receive 100% of **food including beverages** from for-profit food facilities receiving no monetary benefit, but only public recognition for their donation. Please complete **the forms for the Craven Act Exemption**. Submit all **Craven Act forms** (see below), a copy of your IRS tax determination letter, and a cover letter describing your event to the Department at least 2 weeks before your event. Once all required information is submitted and approved, a Craven Act exemption letter will be generated and sent to you.

### **For more information or questions regarding Temporary Events contact:**

Suzanne Lew, REHS  
Senior Environmental Health Specialist  
[suzanne.lew@deh.sccgov.org](mailto:suzanne.lew@deh.sccgov.org)

(408) 918-3461

Or call (408) 918-3400 and ask to speak to Administrative Support for Temporary Events

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# REQUIREMENTS FOR TEMPORARY FOOD FACILITIES (TFF) AT TEMPORARY EVENTS AND CERTIFIED FARMERS' MARKETS

Temporary Food Facilities (TFF) or food booths are food operations that operate at approved public events. A health permit is required to operate a TFF whenever food or beverage (unpackaged or prepackaged) is sampled, sold, prepared, or given away to the public.

- ✓ Temporary Events include festivals, fairs, entertainment events, cook-offs, etc.
- ✓ Certified Farmers' Markets may have food booths operating adjacent to their certified producers section. Markets may operate year-round or seasonally.

## PERMIT REQUIREMENTS

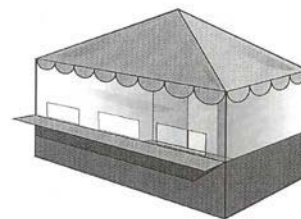
All permit applications, applicable documents and fees must be submitted BY the Event Coordinator/Market Manager to DEH at least 2 weeks before the Temporary Event's start date or the vendor's Certified Farmers' Market operation start date.

- Each TFF operator must apply for a permit to operate.
  - ✓ TFFs that pre-package foods must have a valid Processed Food Registration from the California Department of Public Health. Visit their website for more information: <http://www.cdph.ca.gov/programs/Pages/FDB.aspx>
- Once the TFF permit application is approved, NO changes may be made without approval of the Department.
  - ✓ The Department of Environmental Health (DEH) conducts risk-based inspections to ensure a safe food operation.
  - ✓ Unauthorized changes to the menu or non-compliance may result in closure of food facility until deficiencies are corrected.
  - ✓ Re-inspections or routine inspections longer than 20 minutes may be assessed additional fees, in 15-minute increments, at the current rate approved by the Board of Supervisors. As of 7/1/15, the rate is \$219.00 per hour.
- At events with two or more TFFs, a person or organization must be responsible for shared facilities (e.g., restrooms, general premises maintenance, waste disposal) and must apply for an event coordinator permit.

## FOOD BOOTH CONSTRUCTION

ALL food and beverage booths must be constructed with a floor, ceiling and four sides as follows:

- Floor surfaces must be smooth and cleanable.
  - ✓ Smooth pavement, concrete, asphalt and plywood are approved.
  - ✓ Grass or dirt floors must be covered with approved tarps or plywood.
- Ceiling/overhead covering may be canvas, wood, etc.
- Walls must completely enclose the booth on all four sides with no gaps.
  - ✓ Wood, canvas, plastic, 16-mesh fly screening or similar material is approved.
    - Check with local fire department for cooking booth material requirements.
  - ✓ Pass-thru window openings
    - Must not exceed 216 square inches (approximately 1 foot by 1.5 feet) and have tight-fitting closures (e.g., Velcro).
    - Shall be spaced a minimum of 18 inches apart.
  - ✓ *Exception:* Operations do not need booth sidewalls IF either of the following apply:
    - Only PREPACKAGED food or beverages are handled. All food and beverages must be sold or served in original unopened packaging.
    - Unpackaged, pre-portioned foods are stored in food compartments of solid construction with tight-fitting lids or access doors. No food handling, such as slicing or scooping, may be conducted.
- Booth must be large enough to accommodate all food preparation, handling, and storage needs.
- A clearly visible sign must be posted listing the booth name, city, state, zip code, and name of permittee.
  - ✓ The booth name must be at least 3 inches high, with strokes at least 3/8 inches wide.
  - ✓ The city, state, zip code, and name of permittee must use lettering at least 1 inch in height.
  - ✓ *Non-profit charitable booths are not required to provide this signage.*



**The Center for Disease Control and Prevention (CDC) identified the following risk factors as most likely to cause food-borne illnesses:**

1. Poor employee health and hygiene
2. Improper hot/cold holding temperatures of potentially hazardous foods
3. Improper cooking temperatures of food
4. Dirty and/or contaminated utensils and equipment
5. Food from unsafe sources

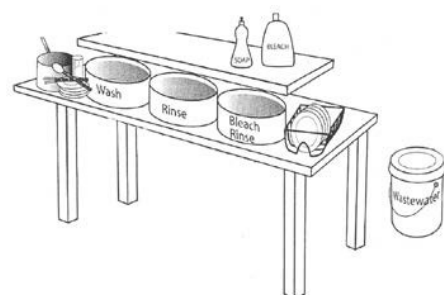
## HANDWASHING

- Operations that handle unpackaged or open foods or beverages must provide handwashing facilities in an easily accessible location **INSIDE** the food booth.
- Handwash facility must be set up and operational prior to beginning food handling operations. It must be checked frequently and refilled as necessary.
- All food handlers must wash hands with soap and warm water frequently to prevent the contamination of food. This includes, but is not limited to, washing hands before handling food or food-contact utensils, after handling raw animal products, after handling money, after touching your face or hair, and after visiting the restroom.
- Handwashing stations shall consist of:
  - ✓ an insulated container – 2 gallons or more – with a spigot that can lock in the open position for hands-free washing,
  - ✓ warm potable water,
  - ✓ liquid hand soap in a pump dispenser,
  - ✓ paper towels, and
  - ✓ a catch bucket or tub for wastewater.
- Glove use is not a substitute for handwashing. Hands must be washed prior to donning gloves. If used, gloves must be food-grade and single-use.
- Hand sanitizer is not a substitute for handwashing. If used, sanitizer must be food-grade and only used after properly washing hands with soap and warm water. Sanitizers must be used according to manufacturer's directions.



## UTENSIL WASHING AND SANITIZING

- Facilities that handle unpackaged or open foods or beverages must provide utensil washing and sanitizing stations **INSIDE** the temporary facility.
- Utensils include tongs, scoops, knives, pots, cutting boards, thermometers, etc.
- Utensil washing stations include three containers filled with potable water. Each container must be large enough to accommodate the largest utensil to be washed.
  - ✓ Container # 1 – WASH – with soapy water (use dish soap).
  - ✓ Container # 2 – RINSE – with clean and clear water.
  - ✓ Container # 3 – SANITIZE – with sanitizing solution. Adequate space to AIR DRY all utensils.
- Sanitizing solution may consist of 1 tablespoon unscented household bleach in 2 gallons of water to produce a concentration of 100ppm chlorine. Other approved sanitizers (such as quaternary ammonia or iodine) may be used.
  - ✓ Maintain appropriate sanitizer test strips to monitor sanitizer concentration levels. Replace water and add sanitizer whenever necessary.
- Utensils used for PHFs must be cleaned and sanitized at least once every 4 hours.
- Additionally, multi-use cloths must be stored in a solution of sanitizer when not in active use. Sanitizer solution may be prepared as above, but the utensil wash sanitizer container may not be used to store wiping cloths.
- Ensure utensils and food contact surfaces are thoroughly washed and sanitized after handling raw animal products.



## FOOD PREPARATION AND HANDLING

- All food must be from an approved source.
  - ✓ Food or beverages stored or prepared in a private home may **NOT** be offered for sale, sold, or given away.
    - *Exception:* Foods prepared by a Cottage Food Operator with a valid Cottage Food permit or registration.
  - ✓ If you will store or prepare foods prior to attending the event/market, you must operate from an approved kitchen.
  - ✓ Maintain copies of invoices/receipts for food, available for review by a DEH Specialist.
- All equipment and utensils must be approved by the Department.
  - ✓ Surfaces that come in contact with food must be smooth, easily cleanable, and non-absorbent (e.g., counters, cutting boards, utensils, equipment).
  - ✓ Do **NOT** use galvanized or enamel-coated cookware or utensils.
  - ✓ **ALL** utensils and cooking equipment must be inside the food booth unless otherwise required by the local fire department (see below).
- Food storage and display:
  - ✓ All food (including ice) and food containers must be stored inside the food booth and off the ground on shelving or pallets.
    - *Exception:* Supplies and non-potentially hazardous foods in unopened original commercial manufacturer's packaging may be stored outside the enclosed food booth.
  - ✓ Store raw meats and poultry below and separate from ready-to-eat foods.
    - Example: store raw chicken in an ice chest and store lettuce in a different ice chest.



## FOOD PREPARATION AND HANDLING (CONTINUED):

- ✓ Do not store food or food-contact utensils below or directly adjacent to handwash and utensil wash stations.
- ✓ NO open or unpackaged food may be stored or displayed at service counters.
- ✓ Clearly identify "Display Only" products.
- ✓ Self-service condiments must be in single-service packets, pump-type containers, or squeeze containers.
- ✓ Beverage ice must be kept separate from ice used for cold-holding foods. Remember, ice is food.
- Minimize bare hand contact with food. Use appropriate utensils such as tongs, food tissue, or disposable gloves whenever practical.



## FOOD TEMPERATURES

- Potentially hazardous foods (PHF) must be cooked and held at proper temperatures.
  - ✓ Examples of PHFs include meats, poultry, seafood, cooked rice, cooked beans, cooked vegetables, many cheeses, cut melon, cut tomatoes, tofu, sprouts, etc.
- An accurate probe-type metal thermometer ( $\pm 2^{\circ}\text{F}$ ) must be used if PHFs are served. Clean and sanitize thermometer before and after each use.
- All PHFs must be maintained at required temperatures. Maintain temperature logs.



### COOKING requirements:

Food must be thoroughly cooked to required minimum internal temperatures.

- ✓ 165°F Poultry, stuffed meats, and other stuffed foods
- ✓ 157°F Ground beef (hamburger)
- ✓ 145°F Fish, eggs, and pork



### RE-HEATING requirements:

- ✓ 165°F Rapidly re-heat potentially hazardous foods before placing in a warming unit.

### HOLDING requirements:

- ✓ Cold PHFs or beverages must be maintained at or below 45°F.
  - Foods may be maintained at 45°F or below for up to 12 hours in a 24-hour period. At the end of the operating day, the food must be destroyed in an approved manner.
  - Foods maintained at 41°F or below at ALL times may be used the following day.
- ✓ Hot PHFs (including cooked vegetables) must be maintained at or above 135°F. At the end of the operating day, hot foods must be destroyed in an approved manner.
- Adequate hot holding devices are required to actively maintain hot food temperatures.
- Adequate supply of ice or refrigeration equipment is required to actively maintain cold food temperatures.
  - ✓ For food containers stored on ice, ensure ice is packed around the bottom and up all sides of the container. Suggest storing PHFs in small, shallow containers.



**PLEASE NOTE . . . Food handled improperly or held at unsafe temperatures may be condemned or destroyed by the Department.**

## EMPLOYEE HEALTH AND HABITS

- Personal items (jacket, purse, keys, cell phone, etc.) stored separate from food operation items.
- Employees must maintain good hygiene, including clean fingernails.
- No open cuts, sores. Must apply bandage to wound and be self-contained. If wound is located on hands, must also wear food-grade gloves.
- Long hair must be restrained.
- Wear clean clothing.
- No smoking allowed in or around food booth.
- No watches, rings (except a plain solid band), nail polish or artificial nails. If wearing watches, rings, nail polish, or artificial nails, food-grade gloves must also be worn.
- Beverages may be consumed IF from a closed container with a straw.
- Employees experiencing sneezing, coughing, runny nose, vomiting or lower gastrointestinal symptoms (such as diarrhea) shall not work within the food booth.
- Employees with a communicable disease shall be excluded from the food booth.
  - ✓ For more information, review our "Illness Reporting Requirements for Food Employees & Persons in Charge" document: [https://www.sccgov.org/sites/cpd/programs/fsp/Documents/FP\\_Illness\\_Reporting.pdf](https://www.sccgov.org/sites/cpd/programs/fsp/Documents/FP_Illness_Reporting.pdf)



## OPEN-AIR BARBECUE AND DEEP FAT FRYING

- Barbecuing and deep-fat frying may be allowed OUTSIDE an enclosed food booth due to local Fire Code regulations. (Other cooking equipment may be located outside the food booth only IF the local Fire Department requires.)
  - ✓ Only cooking on the barbecue or fryer may be conducted outside.
  - ✓ All food must be stored and any preparation activities conducted INSIDE an enclosed food booth.
  - ✓ Immediately after cooking, all food must be moved INSIDE a fully-enclosed food booth for further preparation, hot holding, or service.
  - ✓ NO food storage, preparation, assembly, or hot-holding may be conducted outside the food booth.
- Perimeter fencing or barriers must be provided around open-air barbecue or deep fat frying areas to prevent contamination of food and injury to the public.
- Contact the local Fire Department regarding fire regulations and any necessary permits.



## WASTE DISPOSAL

- Wastewater
  - ✓ A leak-proof container for liquid waste must be provided INSIDE each food booth.
  - ✓ All liquid waste must then be disposed of into approved containers (e.g., graywater bins) or to an approved sanitary sewer.
  - ✓ Wastewater may NOT be disposed to vegetation, dirt, streets, or storm drains.
- Trash
  - ✓ A solid container for food waste, garbage, and refuse must be provided INSIDE each food booth. All food waste and garbage must be stored in leak-proof containers and disposed of into approved dumpsters or garbage cans.
- Grease
  - ✓ Cooking or deep fat fryer grease must be disposed of in a safe and sanitary manner such as a tallow container.
- Spent charcoal and briquettes must be disposed of in a safe and sanitary manner.



## TOILET FACILITIES

- Approved toilet facilities (one per 15 food employees) must be provided within 200 feet of each TFF.
- When portable toilets are used, they must be provided with an adequate number of handwashing stations equipped with adequate supplies of water and liquid soap and paper towel in mounted dispensers.



## ADDITIONAL REQUIREMENTS

- A designated person in charge must be present at all times.
- Post the Environmental Health Permit in public view in your TFF.
- An adequate supply of potable water must be provided from an approved source. Any connections and hoses utilized must be food grade.
  - ✓ Green garden hoses are not food-grade.
  - ✓ In some cases, a backflow prevention device may be required on the faucet/hose bib.
- Maintain all equipment (food containers, handwash station, utensil wash station, ice chests, etc.) in good condition and kept clean of food debris and residue build-up.
- Live animals are NOT allowed within 20 feet of a TFF.
  - ✓ *Exceptions:* guide dogs, signal dogs, or service dogs.
- Any chemicals and cleaners used must be approved for use in food facilities.
  - ✓ Store chemicals and cleaning supplies below and separate from food and food contact utensils.
- Light fixtures over food or food preparation areas must have shatterproof light bulbs or covers.
- During inclement weather, ensure food is protected. Examples include:
  - ✓ Keep food protected and covered when bringing into enclosed food booth from the BBQ/fryer.
  - ✓ Consider non-permeable materials for booth construction.
  - ✓ Do not locate food booth where rain or water run-off may occur.
- Other permits or approvals may be required for your event. Contact the local city, county and/or fire department.



For more information and documents, visit our website at [www.ehinfo.org/cpd](http://www.ehinfo.org/cpd)

**Temporary Events:** [Programs and Services > Temporary Events](#)

**Certified Farmers' Markets:** [Programs and Services > Certified Farmers' Markets](#)

**NOTE:** There are different TFF permit applications specific to each program.

## TEMPORARY FOOD FACILITY BOOTH CONSTRUCTION

At minimum, all temporary food facilities must have approved flooring and overhead protection. If unpackaged food is prepared, the temporary food facility must be fully enclosed with 4 sidewalls.

### FLOORING:

Floor must be smooth and cleanable, such as concrete, asphalt, tight wood or located inside buildings.

- If the booth will be located on grass, dirt, decomposed granite, or other porous material, additional flooring material such as a tarp or tight wood, must be provided.



- While the above-shown flooring materials are approved by this department, the local Fire Department may not approve the use of blue poly-tarps in cooking booths as they are considered flammable. Check with the local Fire Department for their requirements.

### OVERHEAD PROTECTION:

Overhead protection (wood, canvas or other materials) must be provided to protect the facility from precipitation, dust, bird and insect droppings, and other contaminants. Activities allowed under a canopy only (no sidewalls required) include:

- Selling pre-packaged foods only.
  - Examples: bottled sauces, containers of hummus, tamales (in husk).
- Sampling pre-packaged or pre-portioned food samples. Examples:
  - Sauce (stored in squeeze bottles) is distributed into a sample cup for customer.
  - Pre-cut bread cubes (prepared in approved kitchen and stored in a shaker bottle) are dispensed to the customer. Oil (from bottle with pour spout) is drizzled over bread sample.
  - Dip pita chip (stored in food compartment) into hummus and serve to customer.
- Storing pre-portioned, unpackaged food items (e.g., cookies, cupcakes, donuts, samosas) in food compartments; served by operator to customers upon order using tongs or tissue. No self-service.
  - Food compartment must be of solid construction with a tight-fitting lid/door and must fully enclose all food, food-contact surfaces and the handling (service) of non-prepackaged food.



### ENCLOSURE/SIDE WALLS:

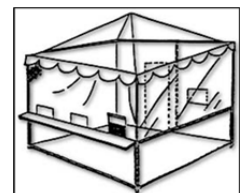
A fully-enclosed booth with 4 sidewalls is required for operations conducting food preparation activities, such as food assembly, portioning, slicing, cooking, etc.

Food preparation examples:

- Slicing food (e.g., cake, bread, pies) and serving to customer.
- Scooping food (e.g., ice cream, salsa, soup) and serving to customer.
- Mixing a packet of spices/seasonings into sour cream.

Construction:

- Booth sidewalls shall be tight-fitting with no gaps, except for window openings.
- Screening shall be at least 16 mesh per square inch.
- Window openings are limited to 216 square inches (approximately 1 foot x 1.5 feet) and shall be spaced at least 18 inches apart.



## WARM WATER REQUIREMENT FOR HANDWASHING AT CERTIFIED FARMERS' MARKETS AND TEMPORARY EVENTS

Effective January 1, 2015, DEH will be enforcing the CalCode requirement for warm water (100°F) for handwashing. If a hard-plumbed sink with hot and cold potable water is not available, warm potable water may be stored in an insulated food-grade container with a spigot that can remain locked in the open position and that is capable of maintaining water warm.



There are some containers with a push button spigot that can be retrofitted with lever-type spigots. These may be available from the manufacturer or from water container filling stores. All materials must be food-grade and must use potable water supply.

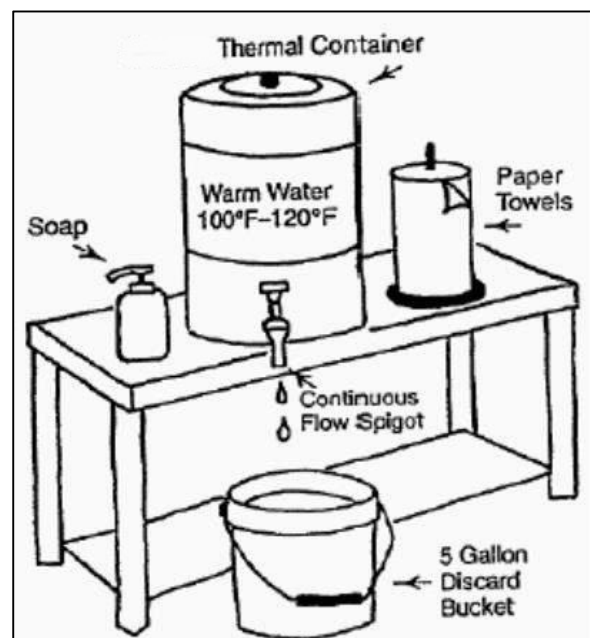
Options for obtaining warm water for handwashing include, but are not limited to:

- Heating water at the commissary then filling insulated water containers;
- Use a hot water heater (such as a coffee maker), then then mix with cold water;
- Heating water in a clean pot over a range/griddle in the food booth.



A handwash station is required to be operational inside the food booth if unpackaged food is handled prior to any food handling,

- Insulated water container with spigot that locks in open position
- WARM WATER
- Liquid soap
- Catch bucket
- Paper towels



Here is a list of resources you may research further. **These are NOT recommendations or endorsements.** You must still verify the products are food-grade, may store warm water and meet the department requirements. Check with the manufacturer.



[www.cambro.com](http://www.cambro.com)



[www.webstaurantstore.com](http://www.webstaurantstore.com)



[www.carlislefsp.com](http://www.carlislefsp.com)

Search: insulated beverage



[www.buddeez.com](http://www.buddeez.com)

This is a double-walled dispenser.



[www.igloocoolers.com](http://www.igloocoolers.com)

Igloo's website shows a lever-type spigot replacement part. Description states it fits all Igloo 2, 3, 5 & 10 gallon beverage coolers.



[www.rubbermaidcommercial.com](http://www.rubbermaidcommercial.com)

Search: insulated beverage



[www.amazon.com](http://www.amazon.com)

You may try searching for: lever spigot



[www.walmart.com](http://www.walmart.com)

Search: Mainstays 2-Gal Double Wall Dispenser

Some filtered water filling stores have a retrofit spigot with lever that may fit some insulated beverage dispensers that have a push-button spigot.

*This document with website hyperlinks may be found on our website:*  
[www.ehinfo.org](http://www.ehinfo.org) > Consumer Protection Division > [Certified Farmers' Markets](#)



Consumer Protection Division  
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## FLOORING REQUIREMENTS FOR TEMPORARY FOOD FACILITIES

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Recent concerns regarding the use of generic 'poly-tarps' and approved flooring materials in general have created a need for uniform policy requirements among the Santa Clara County Environmental Health and Fire authorities. This policy shall serve as the official DEH requirement on this matter with consideration to the state and local fire regulations for tents and membrane structures.

The Department of Environmental Health requires that temporary food facilities handling non-prepackaged foods *and* operating in an environment of dirt, grass, decomposed granite, or other similar surfaces shall provide a floor covering constructed of smooth, non-absorbent, easily-cleanable materials. Cooking or heating elements inside the food booth itself trigger an added requirement that all membrane structures including flooring be treated with a flame retardant in an approved manner or have non-combustible characteristics. The use of generic "poly tarps" as an approved floor material does not satisfy the requirements of Chapter 24 of the California Fire Code.

The Santa Clara County Department of Environmental Health (DEH) *Requirements for Temporary Food Facilities* document states that:

- "ALL food and beverage booths MUST be constructed with four sides, a ceiling, and a floor as follows....floor surfaces MUST be smooth and cleanable....smooth pavement, plywood, canvas, etc....grass or dirt floors MUST be covered with approved tarps or plywood.

Furthermore, California Health and Safety Code Division 104 Part 7 Sec 114347 states:

- "Temporary food facilities that handle non-prepackaged food shall provide floors constructed of concrete, asphalt, tight wood, or other similar material kept in good repair."

Since the Department of Environmental Health requires temporary food facilities handling non-prepackaged foods who also operate in an environment of dirt, grass, or decomposed granite to provide approved floor coverings **and** the use of generic "poly tarps" does not satisfy the requirements of Article 32 Sec. 2404 of the California Fire Code, Environmental Health will not permit such use in violation of Fire regulations.

It should also be noted that barbecues, grills, or other equipment approved for outdoor cooking may be located adjacent to the temporary food facility if local building and fire codes prohibit cooking inside the temporary food facility (California Health and Safety Code Section 114341).

In the cases where cooking or heating equipment is set up within a temporary food facility located in a grass or dirt-like environment, both DEH and the local Fire authority will determine the conformity of any flooring materials in use.

Generally speaking the **Event Organizer** shall be deemed responsible for securing *or* verifying the use of approved flooring when more than one temporary food facility is under permit. Otherwise, the sole food or beverage permittee shall secure the required tent and floor structures.

## To BE POSTED INSIDE FOOD BOOTH

### Self-Inspection Checklist for Temporary Food Facilities

#### PRE-OPENING REQUIREMENTS: MUST BE COMPLETED BEFORE ANY FOOD PREPARATION OR FOOD DISTRIBUTION BEGINS

- ☐ Valid permit posted allowing operation of temporary food facility, as issued by the County of Santa Clara Department of Environmental Health.
- ☐ Approved supply of potable water provided.
  - ☐ Commercially purchased bottled water, municipal water (*NO RECLAIMED WATER SOURCES*), OR approved well water (*requires prior evaluation of bacterial water test*).
  - ☐ Minimum of 20 gallons/day for utensil and hand washing.
  - ☐ Additional water may be needed for food preparation activities (i.e. produce washing).
- ☐ **All booths:** cleanable floor (*grass, dirt and decomposed granite MUST be covered with approved tarps or plywood*) and overhead protection.
- ☐ **Booths that handle open food shall have:**
  - ☐ Window openings do not exceed 216 square inches. Minimum distance between window openings are not less than 18 inches. (*Fire Dept. has been contacted regarding additional requirements*)
  - ☐ Fully enclosed booth with approved 16-mesh fly-screening or canvas on all sides.
- ☐ Hand wash station is set-up and ready-to-use inside booth.
  - ☐ Approved water source, dispenser to have a spigot that can lock in the open position.
  - ☐ Warm water for handwashing.
  - ☐ Liquid soap in pump dispenser.
  - ☐ Paper towels.
  - ☐ Wastewater bucket.
- ☐ Utensil wash station is set-up and ready-to-use inside booth; test strips available.
  - ☐ 3 containers large enough to hold largest piece of equipment or utensil.
    - △ Soapy water in 1<sup>st</sup> container.
    - △ Clean water in 2<sup>nd</sup> container.
    - △ Sanitizing solution in 3<sup>rd</sup> container. (*use 1 tbs of unscented bleach for 2 gal of water*)
- ☐ Enough equipment provided to hold ALL:
  - ☐ Cold foods at or below 45°F (41°F if food used for next day).
  - ☐ Hot foods at or above 135°F.

#### FOOD BOOTH STRUCTURE AND OPERATIONS

- ☐ Correctly constructed and large enough to accommodate all food and equipment (*no food preparation is allowed outside*).
- ☐ Name of the booth (*not less than 3 inches high*), city, state, ZIP Code, and name of the permittee (*not less than 1 inch high*) to be displayed on side of booth.
- ☐ Shatterproof light bulbs or covers present over food preparation and food/utensil storage areas.
- ☐ Self-inspection checklist visibly posted inside booth.

- ☐ All open food stored inside facility and off the floor.
- ☐ All equipment and utensils approved for use.
  - ☐ Made of safe material and easy-to-clean.
  - ☐ No galvanized or enamel cookware or utensils.
  - ☐ All utensils and cooking equipment are off the floor and inside facility (*except BBQ and deep fat fryers or otherwise directed by the Fire Department*).
- ☐ BBQ and deep-frying cooking areas fenced off from public access.
- ☐ Live animals not allowed in booth or cooking areas.
- ☐ Restroom(s) located within 200 feet.
- ☐ Safe and sanitary method available to dispose of charcoal and briquettes (*i.e. metal waste container*).
- ☐ Leak-proof containers provided for:
  - ☐ Wastewater.
  - ☐ Trash.
  - ☐ Grease.
- ☐ Knows location of common waste disposal area.
- ☐ Sanitizing solution for wiping cloths provided (*use 1 tablespoon of unscented bleach for 2 gallons of water*).

#### FOOD PREPARATION AND HANDLING

- ☐ Food from an approved source – no foods stored or prepared in a private home unless this is Cottage Food Operation (*food invoices/receipts must be available at booth for specialist's review during inspection*).
  - ☐ NO open food stored or displayed at service counters.
  - ☐ Condiments in single-service, pump-type or squeeze containers.
- ☐ Calibrated probe-type metal thermometer provided.
- ☐ Required minimum cooking temperatures monitored (*pork 145°F, ground meat 157°F, poultry/stuffed foods/reheat 165°F*).
- ☐ Utensils and disposable gloves provided to *minimize* hand/food contact.

#### EMPLOYEE HABITS

- ☐ Employees keep hands clean and wash hands frequently.
- ☐ Employees have no open sores or not affected with a disease in a communicable form.
- ☐ All food handlers are wearing clean clothing and hair is restrained if needed.
- ☐ No smoking allowed in food facility or fenced BBQ/deep-fat fryer area.

#### ADDITIONAL REQUIREMENTS

- ☐ Fire department has been contacted regarding any additional requirements.
- ☐ Department of Alcohol Beverage Control has been notified if alcohol is served.

**SIGNATURE OF BOOTH OPERATOR**

# SUPPLIES CHECKLIST

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This supply list has been prepared to assist in preparing for your event. It may not contain all items needed for your particular set-up. Please refer to *Requirements for Temporary Food Facilities in the County of Santa Clara* for additional information.

- ☐ Health Permit – must be posted onsite
- ☐ Booth – completely screened if handling open food
- ☐ Booth – floor covering for lawn or dirt
- ☐ Two or Three Tables for food preparation, utensil washing, etc. – table surface must be smooth and cleanable
- ☐ Shelving – store food at least 6 inches off the floor
- ☐ Probe-type metal food thermometer
- ☐ Cooking equipment
- ☐ Cold-holding equipment (e.g., refrigerator, clean ice chest)
- ☐ Hot-holding equipment (e.g., chafing dish, food warmer)
- ☐ Ice:
  - Ice for beverages (beverage ice MUST be kept separate from cold-holding ice)
  - Ice for cold-holding in ice chests
- ☐ Utensils (e.g., tongs, ice scoops, cutting boards)
- ☐ Disposable food service gloves
- ☐ Handwashing set-up:
  - Two drinking/spring water dispensers (minimum 2 gallons each)
  - Liquid handsoap in a pump dispenser
  - Paper Towels
  - catch bucket or tub (for wastewater)
- ☐ Utensil washing set-up:
  - Three containers – each large enough to accommodate the largest utensil to be washed
  - Dishwashing soap
  - Household bleach
- ☐ Extra Water – for both handwashing and utensil washing
- ☐ Waste containers (for use inside temporary food facility):
  - liquid waste (for ice melt, utensil washing, etc.)
  - trash (for paper and food waste, etc.)
  - grease (for both hot and cold grease waste)
  - charcoal and briquettes (if applicable)
- ☐ Perimeter fencing for open-air BBQ and deep fat frying areas (if applicable)
- ☐ Other: .....  
.....  
.....

# TEMPORARY FOOD FACILITY TEMPERATURE LOG

		Temperature Record and Initials of Person Checking Temperatures										CORRECTIVE ACTION
FOOD ITEM		9 AM	initials	11 AM	initials	1 PM	initials	3 PM	initials	5 PM	initials	
	cooking											
	holding											
	cooking											
	holding											
	cooking											
	holding											
	cooking											
	holding											
	cooking											
	holding											
	cooking											
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	cooking											
	holding											
	cooking											
	holding											

## COOKING

Food **MUST** be thoroughly **cooked** to required minimum internal temperatures.

- 165°F** Poultry, stuffed meats, and other stuffed foods
- 157°F** Ground beef (hamburger)
- 145°F** Fish, eggs, and pork

## RE-HEATING

Food **MUST** be quickly **re-heated** before placing in a warming unit.

- 165°F** Required re-heat temperature for ALL potentially hazardous foods

## HOLDING

ALL potentially hazardous foods **MUST** be **held** either COLD or HOT.

- 45°F** **Cold** potentially hazardous food or beverages **MUST** be maintained at or below 45°F.
- 135°F** **Hot** potentially hazardous food or beverages **MUST** be maintained at or above 135°F.



Consumer Protection Division  
1555 Berger Drive, Suite 300  
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## TEMPORARY EVENTS – FAQ’S

### 1. What is Temporary Food Facility?

“Temporary Food Facility” means a food facility operating out of temporary facilities approved by the enforcement officer at a fixed location for a period of time not to exceed 25 consecutive or nonconsecutive days in any 90-day period in conjunction with a community event.

### 2. Do I need a permit to sell food at a temporary event?

Yes, a permit is nearly always required to sell food or drinks to the public.

### 3. How do I get a permit?

Contact the coordinator/organizer of the event. The coordinator will gather the necessary forms and information from the Department of Environmental Health.

### 4. What conditions are attached to the permit?

In order to qualify for a permit, the applicant must agree to operate in accordance with all applicable state laws and such inspectional procedures needed to ensure compliance.

State law requires food to be handled and sold from a fully screened booth, unless the food is completely wrapped and remains so until sold. The booth must be equipped with facilities for washing hands and for washing and sanitizing utensils, and equipment to keep potentially hazardous foods at a safe temperature. The full list of conditions can be read in our information packet.

### 5. My food is prepackaged... do I still need a permit?

Yes, a permit is still required. However, a fully screened booth will probably not be necessary and nor will hand washing and utensil washing facilities, unless you intend to open the packages, to give samples, for example. Then the requirements are the same as for any other booth with open food.

### 6. I am only selling drinks... do I still need a permit?

Yes. Beverages are considered food and a permit is required. For events that have a number of beverage booths run by the coordinator, such as a wine festival, the permits can be obtained at a reduced cost.

### 7. I am not selling any food or drink, but I will be giving away samples. Do I need a permit?

Yes, a permit is required to give food or drink to the public. However, only a non-profit permit is necessary and the fee is therefore lower. If the samples of food/drink are open (not completely wrapped), a fully equipped booth is necessary. A permit is not required when only pre-packaged, non-potentially hazardous food samples are given away and no food preparation is involved.

### 8. My booth is only to raise money for our club... do I still need a permit?

Yes, a permit is usually required for all food vendors. The potential risk attached to handling and selling food is the same, no matter where the proceeds go.

### 9. Can I set up a temporary food facility outside a shopping mall or my permitted food facility?

No. The temporary food facility must be in connection with a community event.

### 10. How much does a permit cost?

Current Environmental Health permit fees are as follows:

*(note: listed fees are valid from 7/1/07 through 6/30/08 only; fees may increase on 07/01/08):*

	Minimum two weeks before event	Late submittals (25% late penalty) Submitted less than two weeks before event
For Profit booth	\$ 183.00	\$ 228.75
Non-profit booth	\$ 67.00	\$ 83.75
For Profit cart	\$ 63.00	\$ 78.75
Non-profit cart	\$ 56.00	\$ 70.00
Coordinator / Organizer	\$ 60.00	\$ 75.00

After July 1, each year, the fees may be raised to reflect increased departmental costs.

**11. When is a permit not required?**

If all of your food is donated by a *permitted food facility* (such as a local restaurant or a market) then the event is exempt from these requirements. This is known as “The Craven Act”. Problems or complaints about the event would then be the responsibility of the donor(s). Craven Act forms are available at this office for both donors and recipients of food. They should be completed for the record.

Note that the donors need to be *permitted facilities* – individuals cannot donate food in order to circumvent the law. Also remember that no one is exempt from civil liability – you must still practice safe food handling

**12. What other permits do I need?**

Firstly, you need permission from the event coordinator. You might also need to contact the local Fire Department (if you have any heating equipment), California Alcoholic Beverage Control and local police (if you have alcoholic beverages) and the California Board of Equalization (for sales tax payments). Your event coordinator should be able to advise you.

**13. What are the responsibilities of the organizer or coordinator of the event?**

The coordinator is required to gather together all applications for the food booth vendors and bring them to the Department of Environmental Health with the correct fees. They must also ensure that all temporary food facilities comply with the Health and Safety Code. In addition, they are responsible for shared facilities such as toilets and waste water, grease and garbage disposal. They should ensure that food booth operators know where to find potable water and ice.

**14. Will a specialist come to look at my booth?**

A specialist will visit all food booths – usually early in the event, to make sure that food is being handled safely. However, booth operators are expected to follow the law even after the specialist has left.

**15. Will I be fined if I make a mistake at the event?**

Specialists cannot issue fines – only a court can do that. However, the specialist will expect corrections to be made when necessary, and may close your booth temporarily until he/she considers it safe. Any inspection time more than twenty minutes may be billed for additional time and which is based on an hourly rate of \$138.00. If your problems cannot be corrected, the specialist may suspend your permit, which means you will have to close down. In extreme cases a specialist can issue a citation which means you would have to go to court.

**16. Does the booth need to be enclosed?**

The booth must have overhead protection, cleanable flooring and needs to be fully screened on all sides if you are handling open food. If all food is *prepackaged* and the packages will be sold *unopened*, no screening is required, just overhead protection and cleanable flooring.

**17. Do I need my own hand-washing facilities – even if I am right next to the public restrooms?**

Yes. Hand washing facilities are always required in each booth where open foods or beverages are handled.

**18. Can I cook outside the booth?**

Yes. BBQ and deep fat frying must be outside the booth, in an area fenced off to the public. All other cooking and should be inside the booth. Always check with your local Fire Department if you will be working with open flames.

**19. I have decided to join an event this coming weekend and I live far away. Can I still get a permit?**

Call the Department of Environmental Health and speak to the Temporary Events Specialist. We will help you if we can. However, it is not always possible to issue a permit at very short notice, so it is better to apply through your coordinator in plenty of time.

**20. I have a hot dog cart with an annual permit to operate in Santa Clara County. Do I need another permit to sell at a temporary event?**

No. If your annual permit is current, no other environmental health permits are necessary. Make sure that you have permission from the event coordinator to attend. Many events charge participants an entrance fee.

**21. I have a hot dog cart with a permit to operate in another County. Does this permit cover me for a temporary event in Santa Clara County?**

No, the permit is only valid in the county where it was issued. You can obtain a temporary environmental health permit for Santa Clara County. The fee is \$60.00 for each event.

**22. I am organizing an event this summer. Can someone from the Department of Environmental Health come to one of our meetings, to explain the requirements?**

An Environmental Health Specialist will be happy to attend your pre event meeting. Please make sure that you give us plenty of notice so we can find a mutually convenient date.

**23. I understand that restaurant operators in California need a certificate in food safety. Do I need a certificate to sell food at a temporary event?**

No, this requirement does not apply to temporary food facilities.

**24. I attend many temporary events during the year. Can I get an annual permit?**

An annual permit is available, but only to applicants who already have a fixed food facility, such as a restaurant or a market, in Santa Clara County. An annual permit to operate at special events can be obtained by paying an annual fee.

**25. I already have a permit for my restaurant in Santa Clara County. Does that permit cover me for temporary events?**

No. The permit to operate a restaurant does not cover temporary events, even if it is on the street outside your facility. A temporary food facility has to be set up in a specific way and will require an additional inspection by Santa Clara County, and therefore needs a separate permit. However, you may display samples of food outside your restaurant during a special event, and invite patrons to come inside to eat. Then, no additional permit would be necessary.

**26. Where is your office located?**

We are located at 1555 Berger Drive, Suite 300, San Jose, CA 95112.

**27. Who can I call if I have a question?**

All questions should first be directed to the coordinator of the event. If the coordinator is unable to help, please call Environmental Health reception at (408) 918-3400 and ask for the Temporary Events Specialist.