



COUNTY OF IMPERIAL

PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH
797 Main Street, Suite B, El Centro, CA 92243
Tel. (760) 336-8530, FAX (760) 352-1309

COMMUNITY EVENT ORGANIZERS

The Public Health Department, Division of Environmental Health, will work closely with all event organizers to assist them in ensuring a food safe successful event. Organizers of community events having food or beverage operators (including, but not limited to alcohol, ice, and prepackaged foods) are required to apply for and obtain a temporary food facility permit to hold each event and must comply with the California Retail Food Code (CalCode) requirements. Persons organizing or controlling community events must ensure all food and beverage operators comply with applicable requirements in Chapters 10.5 & 11 of the California Retail Food Code.

Please submit the following to Imperial County Division of Environmental Health, 797 Main Street, Suite B, El Centro, CA 92243 Monday through Friday, 8AM-12PM & 1PM-5PM, holidays excluded (failure to submit a minimum of two (2) weeks prior to the event may result in denial of your permit application):

- a. A completed **APPLICATION FOR COMMUNITY EVENT ORGANIZER PERMIT** (attached)
- b. **LIST OF PROPOSED FOOD FACILITIES** (attached) which must include:
 - 1) Temporary food facility and/or permitted mobile unit name
 - 2) Name and phone number of person in charge of food/beverage facility
 - 3) List of all food/beverage items sold or given away
 - 4) Indicating if applying for a 1-4 day permit application
 - 5) Providing permit number for approved mobile units and 6-month & 12-month temporary food booth permit holders
- c. **SITE PLAN** which must include the location of:
 - 1) Each food facility and grill
 - 2) Potable water supply
 - 3) Wastewater disposal (e.g. wastewater holding receptacles, sanitary sewer system connected plumbing fixtures)
 - 4) Dumpsters/trash receptacles
 - 5) Refrigerated trucks
 - 6) Three (3) compartment sink/receptacles for washing utensils
 - 7) Restrooms within 200 feet of food facilities
- d. **ORGANIZER FEES** - Please be aware effective October 22, 2013 community event organizers are required to pay an Event Organizer Permit Application fee. The fee is calculated based on the number of food facilities participating at the community event; there is a \$5.00 fee for each food facility participating at the event. It is the responsibility of the event organizer to calculate the total number of food facility operators participating in their event and submit a single payment to the Division of Environmental Health.
- e. Completed **1-4 DAY TEMPORARY FOOD FACILITY PERMIT APPLICATIONS** with a food operator fee payment of \$10.00 for each application submitted. Failure to submit permit applications at least two weeks prior the day of the event may result in denial of permit applications. Organizer applications submitted after the two week deadline may be accepted along with the submittal of a late processing fee of \$75.00. Temporary Food Facility vendors submit an application **less than two weeks** before the event will need to submit their application directly to the Division of Environmental Health. If the application is accepted, the Organizer will also need to submit an updated food facility list and site map.
- f. Provide copies of current permits for each mobile units and vendor's processing 6 & 12-month Temporary Food Facility permits.

Please note, a separate temporary food facility permit is required for each food facility operating at a community event. It is the responsibility of the event organizer to provide all food facility operators a temporary food facility permit application and any applicable guidelines for compliance, and returning such applications to Environmental Health two (2) weeks prior to the event. Food facility operators are not permitted to operate without having first obtained their permit from Environmental Health.

If you would like more information, please contact our office to schedule a meeting with Environmental Health staff at (760) 336-8530.

Please check with local fire and building departments for any additional requirements.



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APPLICATION FOR COMMUNITY EVENT ORGANIZER PERMIT

EVENT ORGANIZER INFORMATION

Event organizer:	Event organizer contact person:	
Mailing address:	Contact number: () ()	Alternative number: () ()
E-mail address:	Fax number: () ()	Alternative number: () ()

EVENT INFORMATION

Name of event:	Date(s):	
Site address of event:		
Time when food facility will set up:	Event start time:	Event stop time:
Total number of expected food facilities:	Indicate the total number of non-profit food facilities:	
The event organizer will pay an Event Organizer Application fee of \$5.00 for each temporary food facility and mobile units participating at the event. Please indicate the total number of temporary food facilities operating at the event:		
Number of visitors anticipated attending the event:	Event will be held: Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>	
Will there be a <u>certified</u> farmer's market? (Certified by Imperial County Agricultural Commissioner) Yes <input type="checkbox"/> No <input type="checkbox"/>		

If a meeting for food facility operators is planned, do you want an Environmental Health representative present? Yes No

If yes, Date: _____ Time: _____ Location: _____

OPERATION INFORMATION

Will hand-washing facilities be provided by the organizer to each food facility? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please check the type of hand-washing facilities to be provided: <input type="checkbox"/> A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels. <input type="checkbox"/> A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels. <input type="checkbox"/> A five (5) gallon gravity flow container with a valve that can remain open, liquid hand soap, single use papers, and a container for wastewater holding.
Will utensil washing facilities be provided by the event organizer to food facility? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please check the type of utensil washing facilities to be provided: <input type="checkbox"/> A stainless steel, three-compartment sink with two (2) drainboards. <input type="checkbox"/> Three (3) water tight containers; first one with clean water and soap, second with clean rinse water, and third with sanitizer solution. <p style="text-align: center;"><i>A centrally located utensil washing facility can be shared by up to four (4) food booths.</i></p>

How will wastewater generated from food operation be collected and disposed of? Check one: <input type="checkbox"/> Wastewater will be collected in water-tight receptacles and disposed at the event through a sanitary sewer system. <input type="checkbox"/> Wastewater will be collected in water-tight receptacles and disposed through a sanitary sewer system outside event premises. <p style="text-align: center;"><i>Disposing water on the ground is prohibited.</i></p>	
Check the type of toilet facilities to be provided: Portable <input type="checkbox"/> Fixed <input type="checkbox"/> Both <input type="checkbox"/>	Total number of toilet: <p style="text-align: center;"><i>One toilet facility shall be provided for every 15 food workers</i></p>
Check the type of hand-washing facilities for toilet use to be provided: Portable <input type="checkbox"/> Fixed <input type="checkbox"/> Both <input type="checkbox"/>	Total number of hand washing units for toilet use: <p style="text-align: center;"><i>A minimum of 1 hand washing station per bathroom location to be provided</i></p>
Toilet rooms shall be conveniently located, clean and in good repair. Toilet tissue, hand-washing soap, and single-use paper towels must be provided in dispensers and fully stocked during the length of the event.	
Please check the applicable box(s) for the sources/items to be provided to food operators by the event organizer: <input type="checkbox"/> Potable water <input type="checkbox"/> Approved flooring <input type="checkbox"/> Electricity <input type="checkbox"/> Lighting <input type="checkbox"/> Trash receptacles <input type="checkbox"/> Wastewater holding container	

How will garbage be stored on site, and how will it be properly disposed at the end of the event?

Please read the following statement, then sign and date below:

I am familiar with operational requirements for temporary food facilities and community event organizers and will comply with all legal requirements. I understand that any person who operates a food booth and each event organizer shall obtain all necessary permits to participate in the community event, including but not limited to this permit issued by Imperial County Division of Environmental Health.

PRINT NAME OF AUTHORIZED REPRESENTATIVE	TITLE
SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE

Please submit application package to:
Imperial County Environmental Health
797 Main Street, Suite B
El Centro, CA 92243

Please note the application package will not be deemed complete if the following documents are not completed and submitted two (2) weeks prior to the event:

- (1) Application for Community Event Organizer Permit
- (2) List of Proposed Food Facilities
- (3) Site Plan
- (4) Non-profit charitable organization Temporary Food Facility Permit Applications

FOR OFFICE USE ONLY	
APPLICATION STATUS:	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED
BY:	DATE:
COMMENTS	

LIST OF PROPOSED FOOD FACILITIES

(Please note, food operators must also apply for an individual temporary food facility permit)

Name of event: _____ Event organizer : _____

Event organizer contact person: _____ Contact number: _____

Date(s) of event: _____ Site address of event: _____

	NAME OF FOOD FACILITY	PERSON-IN-CHARGE Name & contact phone number	FOOD MENU List all items to be provided	FOR MOBILE UNIT, 6 & 12 MONTH ONLY Multi-Event Permit No.	PAID <input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
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					<input type="checkbox"/> YES <input type="checkbox"/> NO

FOR OFFICE USE ONLY-1 ST SUBMITTAL		INV#	FOR OFFICE USE ONLY-RE-SUBMITTAL		INV#	FOR OFFICE USE ONLY-RE-SUBMITTAL		INV#
DATE RECEIVED		RECEIVED BY	DATE RECEIVED		RECEIVED BY	DATE RECEIVED		RECEIVED BY
PAYMENT: CASH	\$		PAYMENT: CASH	\$		PAYMENT: CASH	\$	
CHECK	\$	CHECK #	CHECK	\$	CHECK #	CHECK	\$	CHECK #
CREDIT CARD	\$	TRANS #	CREDIT CARD	\$	TRANS #	CREDIT CARD	\$	TRANS #

REVISED 11/01/13



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SITE PLAN

Please sketch a site plan below or attach a site plan indicating proposed locations of food facilities, adjacent grills, dumpsters, garbage receptacles, shared utensil washing facilities, refrigerated trucks, wastewater holding and disposal, potable water supply, and restrooms located within a distance of 200 feet of all temporary food facilities. An example of a site plan is on page 6.

Name of event: _____

Date of event: _____

Site address of event: _____

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SITE PLAN-EXAMPLE

