

Community Event Organizers

The Public Health Department, Environmental Health Division, 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 Environmental Health Division, 1221 W. State St., 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) 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) Provide the permit number for all approved mobile food facilities, 6-month temporary food facilities, and 12-month temporary food facilities
- C. **Site Plan** 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** - 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 \$25.00 fee for each food facility participating at the event. It is the responsibility of the event organizer to calculate the total number of food facilities participating in their event and submit a single payment to the Environmental Health Division.
- E. Completed **1-3 Day Temporary Food Facility Permit Applications** with the operator fee payment of \$50.00 for each application submitted. Failure to submit permit applications at least two weeks prior to 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 (TFF) vendors submitting an application less than two weeks before the event will need to obtain approval from the event organizer and Environmental Health to participate. If the organizer and Environmental Health agree, the vendor must then submit their TFF application and fee to the event organizer. If the application is accepted, the Organizer will also need to submit an updated food facility vendor list, site map and fees.
- F. Provide copies for all approved mobile food facilities, 6-month temporary food facilities, and 12-month temporary food facilities

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 Division two (2) weeks prior to the event. Food facility operators are not permitted to operate without having first obtained their permit from the Environmental Health Division.

If you would like more information, please contact out office to schedule a meeting with Environmental Health Division staff at (442)265-1888.

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

Imperial County Public Health Department, Environmental Health Division
1221 W. State St., Suite B, El Centro CA 92243
Phone: (442) 265-1888 Fax: (442) 265-1903
www.icphd.org

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 \$25.00 for each temporary food facility and mobile unit 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 ☐ Outdoors ☐ Both	
Will there be a <u>certified</u> farmer's market? (Certified by Imperial County Agricultural Commissioner) ☐ Yes ☐ No		

If a meeting for food facility operators is planned, do you want an Environmental Health Division 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 ☐ No
If yes, please check the type of hand-washing facilities to be provided:
☐ A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels.
☐ A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels.
☐ 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 ☐ No
If yes, please check the type of utensil washing facilities to be provided:
☐ A stainless steel, three-compartment sink with two (2) drainboards.
☐ Three (3) water tight containers; first one with clean water and soap, second with clean rinse water, and third with sanitizer solution.
A centrally located utensil washing facility can be shared by up to four (4) food booths.

How will wastewater generated from food operation be collected and disposed of? Check one:

- ☐ Wastewater will be collected in water-tight receptacles and disposed at the event through a sanitary sewer system.
- ☐ Wastewater will be collected in water-tight receptacles and disposed through a sanitary sewer system outside event premises.

Disposing water on the ground is prohibited.

Check the type of toilet facilities to be provided:

☐ Portable ☐ Fixed ☐ Both

Total number of toilets:

One toilet facility shall be provided for every 15 food workers

Check the type of hand-washing facilities for toilet use to be provided:

☐ Portable ☐ Fixed ☐ Both

Total number of hand washing units for toilet use:

A minimum of 1 hand washing station per bathroom location to be provided

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 event.

Please check the applicable box(s) for the sources/items to be provided to food operators by the event organizer:

☐ Potable water ☐ Approved flooring ☐ Electricity ☐ Lighting ☐ Trash receptacles ☐ 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 Environmental Health Division.

Print Name of Authorized Representative

Title

Signature of Authorized Representative

Date

Please submit application package to:
Imperial County Environmental Health Division
1221 W. State St., 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: ☐ Approved ☐ 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
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

For Office Use Only - 1st 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 Amount	Check #	Check Amount	Check #	Check Amount	Check #
Credit Card	Auth. #	Credit Card	Auth. #	Credit Card	Auth. #

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.

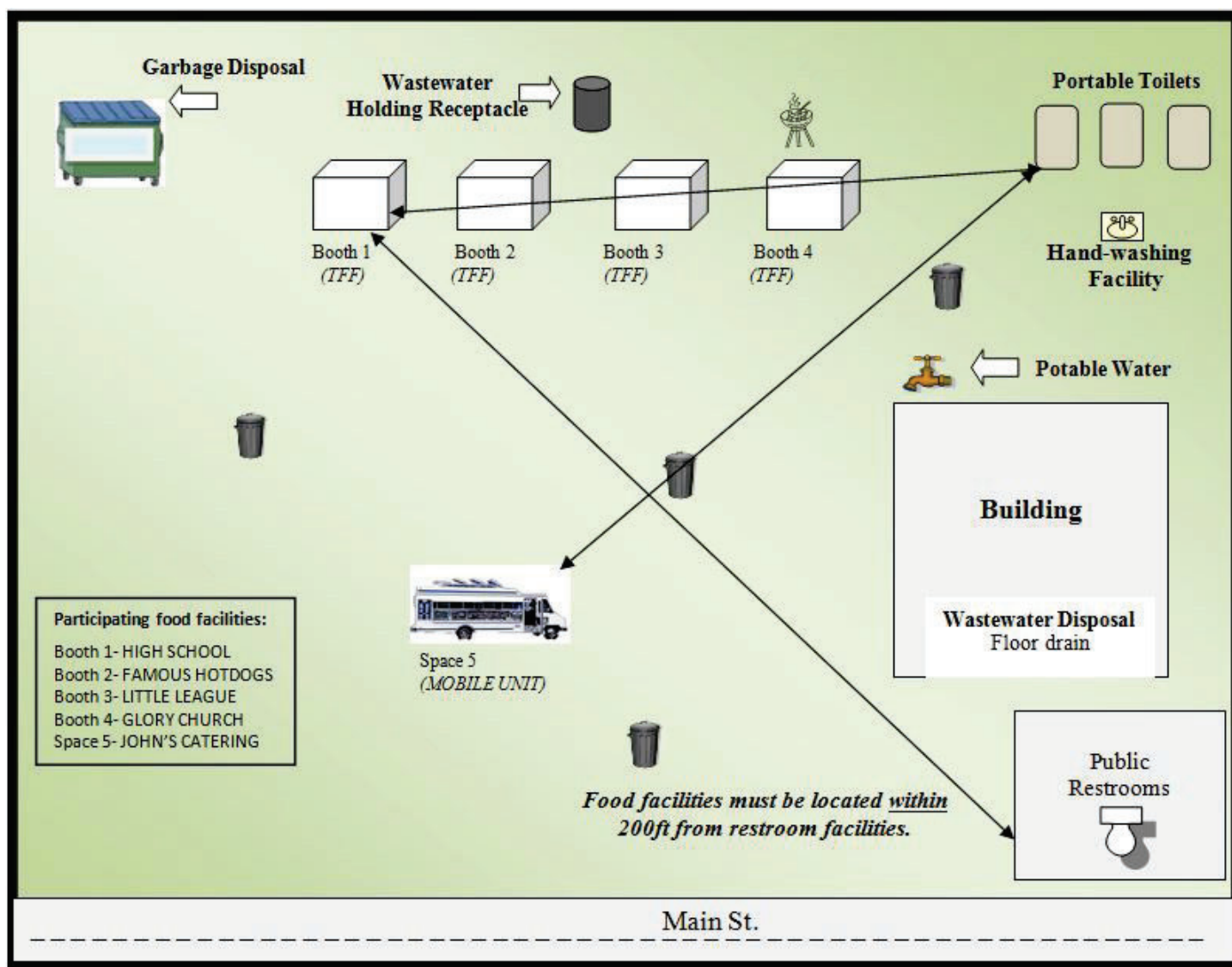
Name of event: _____

Date of event: _____

Site address of event: _____

Imperial County Public Health Department, Environmental Health Division
1221 W. State St., Suite B, El Centro CA 92243
Phone: (442) 265-1888 Fax: (442) 265-1903
www.icphd.org

Site Plan-Example



Imperial County Public Health Department, Environmental Health Division
 1221 W. State St., Suite B, El Centro CA 92243
 Phone: (442) 265-1888 Fax: (442) 265-1903
www.icphd.org