



# COMMUNITY EVENT FOOD VENDOR APPLICATION

**Directions:** each food booth owner/operator must **fully complete pages 1 to 4 and sign** the application and return it to the event organizer. The event organizer must submit all applications to Madera County Environmental Health Division at **least 14 days** prior to the start of the event. Late application submittal is subject to a late processing fee. Once our office reviews and processes an application, the food booth is subject to the permit fee. There is no refund.

## BOOTH INFORMATION

Booth Name: \_\_\_\_\_

Will you operate more than one booth at this event?  No  Yes (*Attach a separate application for **each booth***)

## OWNER/OPERATOR INFORMATION

Owner/Operator Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Organizer/Sponsor Name: \_\_\_\_\_ Contact Number: ( ) \_\_\_\_\_

Date of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

### BUSINESS STATUS (Select all that apply):

- For Profit
- Veteran (*provide a copy of veteran document*)
- Non-Profit (*provide a copy of the non-profit document*)
- I am operating for the benefit of a non-profit association.  
(*provide CalCode §113789(c)(4) exemption form*)

### FOOD OPERATION (Select all that apply):

- Food Preparation
- Prepackaged
- Cottage Food Operation (*provide a copy current permit if not in Madera*)
- Permitted Madera Mobile Unit - Sticker #: \_\_\_\_\_
- Sampling (*complete page 3 sampling section*)

### BOOTH CONSTRUCTION (Select one)

Food Preparation - must be constructed with 4 sides, a washable floor and overhead protection. Complete the following:

**Overhead Covering:**  Canvas  Wood  Other: \_\_\_\_\_

**Floor Materials:**  Asphalt  Concrete  Wood  Other: \_\_\_\_\_

**Walls Materials:**  Screens  Canvas  Wood  Other: \_\_\_\_\_

*Canvas shall be fire retardant and cooking may be permitted outside of the booth, contact local fire division for requirements.*

Prepackaged - require a washable floor and overhead protection.

Mobile Unit (cart/trailer/truck) - provides a copy of the mobile unit floor plan.

**I have read the community event guidelines and understand what is expected of me in order to operate my temporary food facility. If I fail to provide the required items, or if I have food from unapproved sources during the operation time, my permit may be subject to suspension/revocation and facility closure. Madera County Environmental Health Division staff time spent on enforcement actions and follow-ups are billed at our hourly rate.**

Owner/Operator Signature: \_\_\_\_\_ Date \_\_\_\_\_

Owner/Operator Name: \_\_\_\_\_



**Required Equipment & Processes - Select all that apply** (Review TFF guidelines for requirements)

**HANDWASHING FACILITIES:** As a minimum, you need 5 gallons of water in a container with a “hands free” spigot, a bucket to catch wastewater, a liquid or powder soap in a dispenser and paper towels.

- Gravity flow container with spigot/faucet to allow water flow with both hands free.
- Plumbed sink with warm water.

**UTENSILS & WAREWASHING FACILITIES**

- Use of a plumbed or portable 3 compartment sink with hot and cold water. (A maximum of 4 booths may share a sink).
- Use of 3 separate dish tubs/buckets within the food booth (5 gallons for each tub/bucket).
- Provide sanitizer and test strips. (Chlorine - 100ppm, Quat - 200ppm)
- No warewashing facilities provided. Extra utensils will arrive to the event clean and sanitized (Only apply to limited food preparation and Non-Potentially Hazardous Food's only).

**THERMOMETERS** (PHF's shall be **cold held at or below 45° F** OR **hot held at or above 135° F**)

- Probe type (0° F-200° F) must be available for monitoring temperatures of Potentially Hazardous Food (PHF).
- Internal thermometers for **cold** holding units.
- Internal thermometers for **hot** holding units.
- Food is kept **hot** or **cold** during transportation to the event.

Provide details: \_\_\_\_\_

**FOOD PREPARATION**

- All open food will be prepared within a fully enclosed booth or mobile unit (cart/trailer/truck).
- I will be washing food (produce, etc.) in an approved manner or in an approved food facility.

Provide details: \_\_\_\_\_

**POTABLE WATER & WASTEWATER DISPOSAL**

Source of potable water provided by:  Organizer  Other: \_\_\_\_\_

Location of waste disposal provided by:  Organizer  Other: \_\_\_\_\_

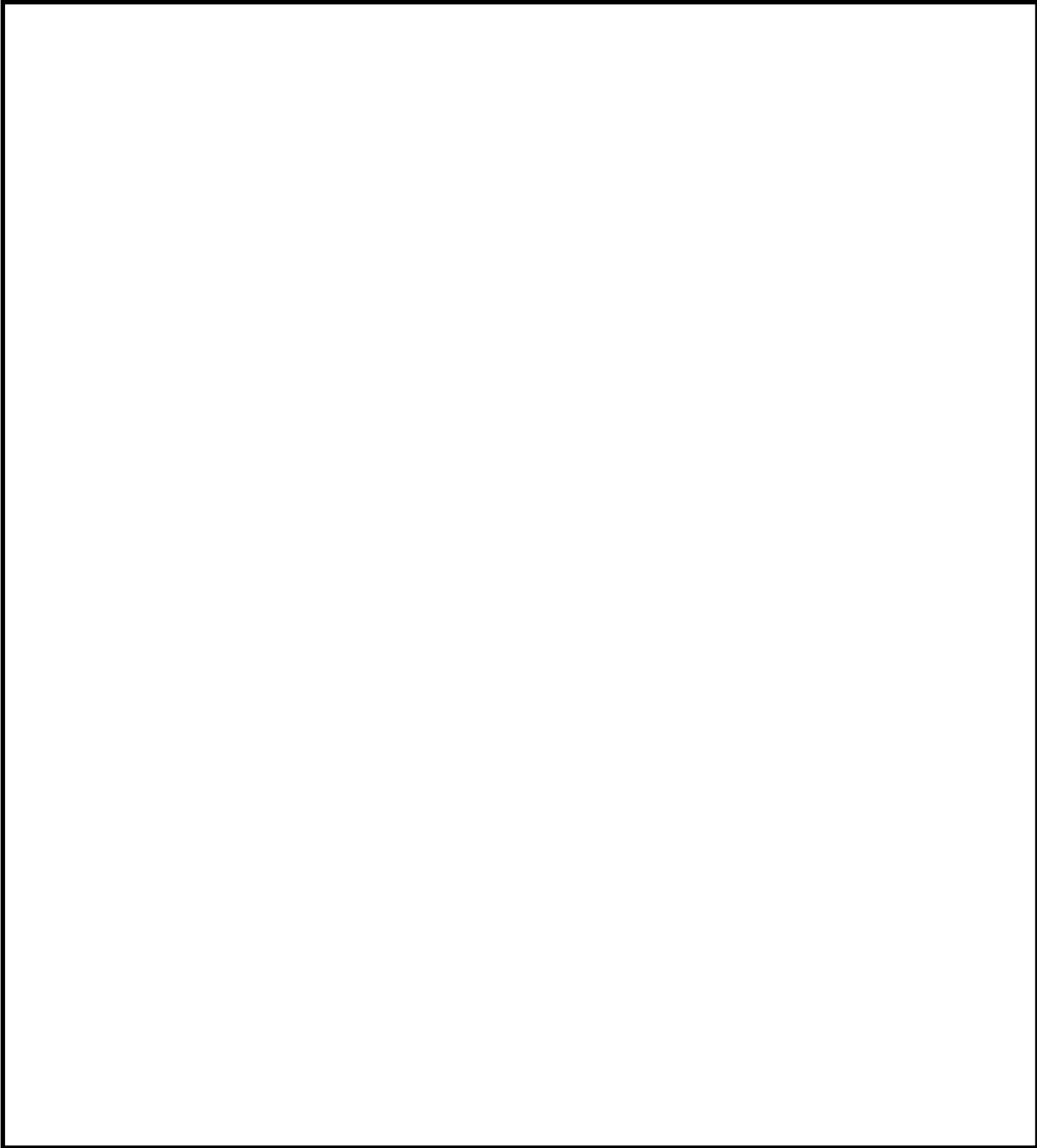
**SAMPLING REQUIREMENTS:**

- ✓ Samples shall be kept in approved, clean covered containers.
- ✓ All food samples shall be distributed by the operator in a sanitary manner.
- ✓ Clean, disposable plastic gloves shall be used when cutting food samples.
- ✓ Food intended for sampling shall be washed, or cleaned in another manner, of any soil or other material by potable water in order that it is wholesome and safe for consumption.
- ✓ Potable water shall be available for hand washing and sanitizing as approved by the local enforcement agency.
- ✓ Potentially hazardous food samples shall be maintained at or below 45°F. All other food samples shall be disposed of within two hours after cutting.
- ✓ Utensil and hand washing water shall be disposed of in a facility connected to the public sewer system or in a manner approved by the local environmental health agency.
- ✓ Utensils and cutting surfaces shall be smooth, nonabsorbent, and easily cleaned or single-use articles shall be utilized.

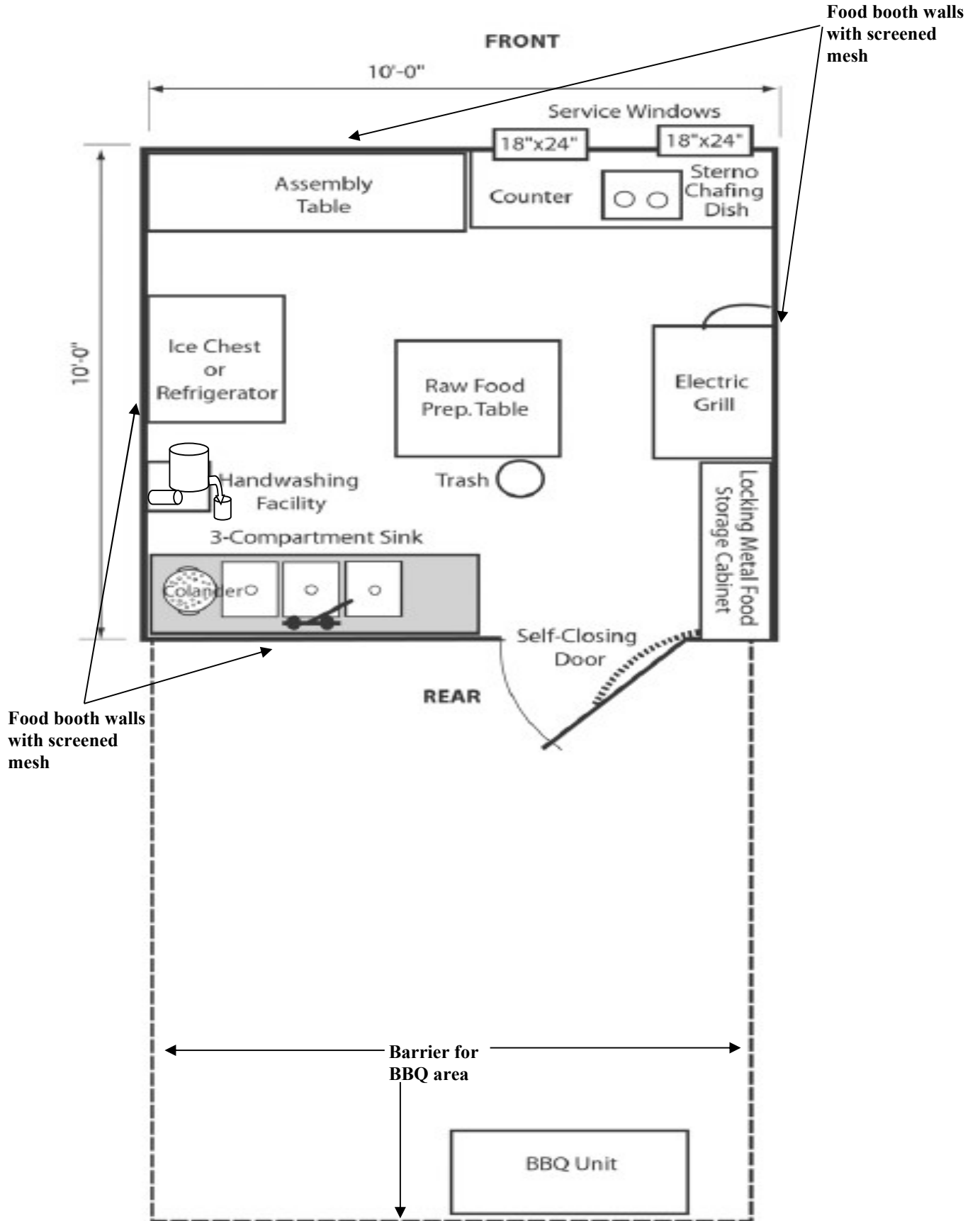
Provide details of your sampling operation and procedures below (attached additional page if needed):

# FOOD BOOTH SITE MAP

In the space provided, draw all components of the Food Booth. Identify and describe all equipment including cooking, cold & hot holding equipment, handwashing facilities, work tables, warewashing facilities, food & single service utensil storage, garbage containers, & customer service areas. *(Attach additional pages if necessary)*



# FOOD BOOTH SAMPLE SITE MAP



# Community Event Food Booth – INSPECTION CHECKLIST

Complete this checklist **before you begin to serve food** to the public. Keep this copy and have it available to show to the event sponsor or to the Environmental Health Inspector.

Name of the person in charge of the booth: \_\_\_\_\_  
(There must be someone in charge and present at all times)

- | Items to be completed before serving food to the public:   | Initial when done |
|--|-------------------|
| 1. <b>Handwash station</b> is set up and is ready to use.<br><input type="checkbox"/> Hands shall be washed for 10-15 seconds.<br><input type="checkbox"/> Container of warm water with a spigot for continuous flow of water<br><input type="checkbox"/> Bucket to catch the dirty water.<br><input type="checkbox"/> Liquid soap in a pump dispenser<br><input type="checkbox"/> Single use paper towels | 1 _____           |
| 2. <b>Warewashing station</b> is set up and ready to use.<br><input type="checkbox"/> <b>Provide sanitizer test strips.</b><br><input type="checkbox"/> Compartment with soapy hot water to use for washing.<br><input type="checkbox"/> Compartment with water to use for rinsing.<br><input type="checkbox"/> Compartment with sanitizer (bleach/quat) and water to use for sanitizing.                  | 2 _____           |
| 3. Food preparation <b>tasks</b> are <b>delegated</b> so there are three types of workers:<br><input type="checkbox"/> Those who only touch the raw meat and poultry.<br><input type="checkbox"/> Those who only touch ready to eat foods.<br><input type="checkbox"/> Those who only touch the money.   | 3 _____           |
| 4. All <b>food preparation</b> is done <b>inside</b> of the enclosed booth that shall be enclosed on all sides with 16 mesh per square inch screens.   | 4 _____           |
| 5. <b>Floors</b> constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair.  | 5 _____           |
| 6. <b>Barbecue units</b> may be used <b>outside</b> of the booth, but all barbecue <b>food</b> must be taken back <b>inside</b> the enclosed booth <b>for service</b> to the customer. <i>(Not applicable to griddles)</i>   | 6 _____           |
| 7. <b>Thermometer</b> to measure food temperatures is <b>available</b> in the booth.<br><input type="checkbox"/> All <b>cold foods</b> are kept at or <b>below 45</b> degrees F.<br><input type="checkbox"/> All <b>hot foods</b> are served directly to the customer or held <b>at or above 135</b> degrees F.<br><input type="checkbox"/> <b>Discard any remaining hot foods at the end of each day.</b> | 7 _____           |
| 8. <b>Trash</b> containers are available inside the booth.   | 8 _____           |
| 9. Self-serve <b>condiments</b> are:<br><input type="checkbox"/> In containers with a hinged lid and utensil for scooping.<br><input type="checkbox"/> In squeeze bottles or individual packets.   | 9 _____           |
| 10. All open food is protected from customer spit and sneezes by means of a barrier or guard.  | 10 _____          |
| 11. Food is <b>stored 6-inches</b> off the floor   | 11 _____          |
| 12. <b>Provide a stocked first aid kit</b> , with burning cream or spray.  | 12 _____          |
| 13. <b>Fire Safety</b><br><input type="checkbox"/> Provide Type 2A 10BC fire extinguisher.<br><input type="checkbox"/> Provide Type K fire extinguisher <i>(if cooking with grease)</i> .  | 13 _____          |
| 14. The business name (letters at minimum of 3" high), city, state, and zip code (no less than 1" in height) must be on the booth.   | 14 _____          |
| 15. <b>Health Permit</b> is prominently displayed for the public.  | 15 _____          |