



## TEMPORARY EVENT APPLICATION

To be completed and signed by Event Coordinator, then returned to the Environmental Health Department with all of the Food Vendor's Applications no later than two weeks prior to event

### GENERAL EVENT FILE INFORMATION

1. Name of Event: \_\_\_\_\_
2. Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_
3. Location: \_\_\_\_\_
4. Event Coordinator (Name): \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
5. Number of Food Booths: \_\_\_\_\_
6. Approximate attendance at peak time: \_\_\_\_\_ Total Attendance: \_\_\_\_\_ Average Age: \_\_\_\_\_

### UTILITIES

1. Is potable water supplied and available for each food vendor:     Yes     No
2. Is electricity supplied and available for each food vendor:     Yes     No
3. Are janitorial facilities available:     Yes     No
4. Number of toilets provided: \_\_\_\_\_
5. Name of sanitary garbage disposal company: \_\_\_\_\_ Number of dumpsters: \_\_\_\_\_
6. Method of disposal of liquid waste for food booths: \_\_\_\_\_

### APPLICATION

1. Submit the following to the Environmental Health Department **two weeks** prior to the event:
  - a) Temporary Event Application
  - b) Application Review Fee of \$152
  - c) Temporary Food Vendors Applications for each booth
  - d) Temporary Event Site Plan
  - e) Food Vendor List
2. If the event is selected for inspection, the Event Coordinator will be billed for inspection time:
  - \$152 per hour (weekdays 8:00 am to 5:00 pm)
  - After regular business hours (weekday, weekends and holidays) the inspection is charged at a minimum three-hour overtime rate of \$684.00

***This application is to be completed and signed by the Event Coordinator, then returned to the Environmental Health Department with all Food Vendor's Applications no later than two weeks prior to the event.***

I understand that as a temporary event coordinator, I am responsible for meeting California State standards and the Environmental Health Department policies and procedures.

Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



## NOTICE TO ALL TEMPORARY EVENT COORDINATORS

California Retail Food Code (CalCode) Section 113755 defines “Temporary Food Facilities” as a food facility approved by the enforcement officer that may be readily disassembled for storage or for transporting, and readily assembled to its original integrity at a different location, is easily movable, and operates at a fixed location for the duration of an approved community event or at a swap meet.

(CalCode) Section 113751 defines a Community Event as an event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circus, and other public gathering events approved by the local enforcement agency. “Community Event” shall not include a swap meet, flea market, swap mall, seasonal sporting event, grand opening celebration, anniversary celebration, or similar functions.

(CalCode) Section 114381.1 requires that a permit shall be obtained by the person or organization responsible for facilities that are shared by two or more food facilities.

Temporary event coordinators operating in San Joaquin County shall meet the following requirements:

1. Submit a completed *Temporary Event Application* with a review fee of \$152.
2. The event coordinator shall be responsible for providing at least one toilet facility for every 15 employees within 200 feet of each temporary food facility. Each toilet facility shall be provided with hand washing facilities that have warm water, soap, and paper towels in dispensers. (Sections 113953, 113953.2, and 114359)
3. The event coordinator shall provide adequate cleaning and servicing facilities for the cleaning of temporary food facilities, restrooms etc. (Section 114361)
4. The event coordinator shall ensure that adequate liquid waste and solid waste disposal facilities are available for the vendors. (Sections 114244 & 114197)
5. If the event is selected for inspection, the event coordinator will be billed based on inspection time and day: **The billing scale is as follows: \$152 per hour during weekdays 8:00 a.m. to 5:00 p.m.; \$228 after 5:00 p.m. and on weekends and holidays.**
6. All applications shall include a site plan showing proposed location of the temporary food facilities, restrooms, janitorial facilities, shared utensil wash areas, and liquid and solid waste disposal sites. (Section 114381.2)



**MANUFACTURERS OF FOOD BOOTHS**

A & R BOOTH RENTAL  
148 Crescent Avenue  
Sunnyvale, CA 94087  
(408) 739-0373  
[www.arbooths.com](http://www.arbooths.com)

SPECIAL EVENTS RENTAL  
295 S. Vasco Rd,  
Livermore, CA 94551  
(408)294-5800 & (925)605-2900  
[www.bayareatents.com](http://www.bayareatents.com)

A & L PRODUCTS  
1900 Kinser Rd.  
Ceres, CA 95307  
(209) 538-1890 & (800) 955-8368  
[www.altent.com](http://www.altent.com)  
[www.FoodBoothTents.com](http://www.FoodBoothTents.com)

**BOTTLED WATER COMPANIES**

AERO PURE WATER  
916 E. Victor Rd  
Lodi, CA  
(209) 464-8099

ARROWHEAD  
(866) 869-4017

CALIFORNIA CLEAR  
PO Box 981  
Walnut Grove, CA 95690  
(916) 776-1544

CENTRAL SAN JOAQUIN WATER  
311 E. Main St  
Stockton, CA  
(209) 466-7952

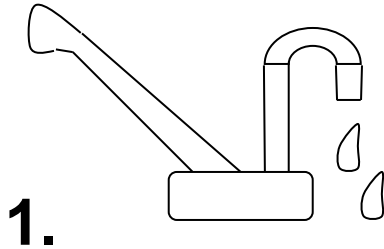
CULLIGAN WATER CO  
1226 Enterprise Street #8325  
Stockton, CA 95204  
(209) 466-2501 & (888) 312-5589

BROOKFALLS WATER INC.  
435 N. Yosemite St.  
Stockton, CA  
(209) 467-4426

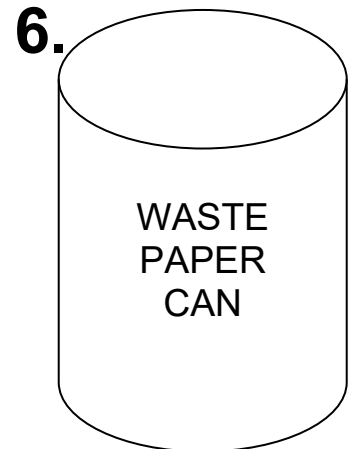
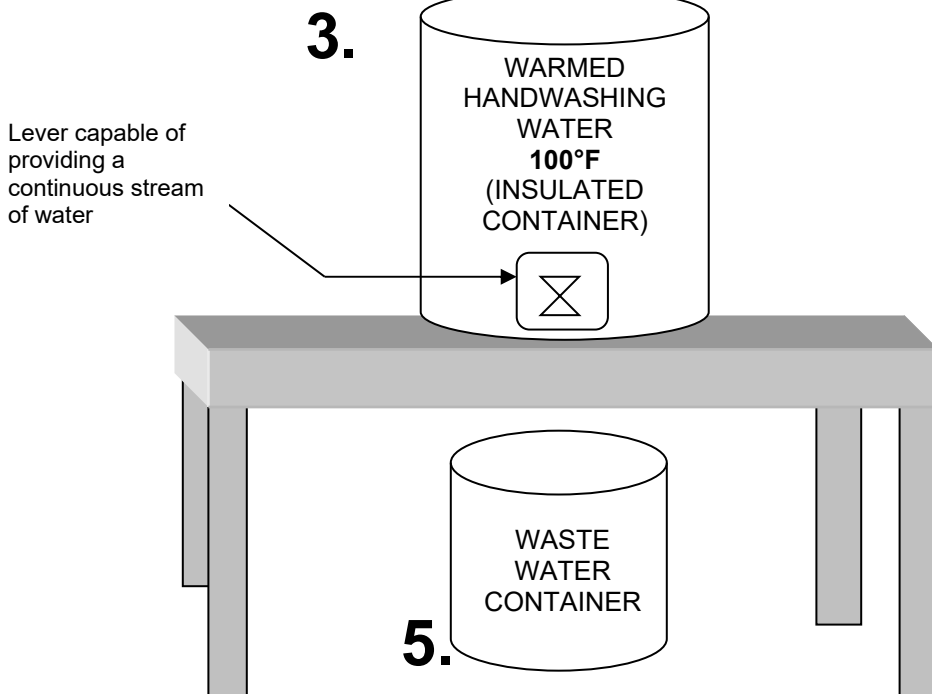
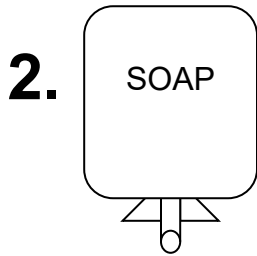
**NOTE:** These are the manufacturers and/or rental facilities that have submitted information to the San Joaquin County Environmental Health Department.



# HOW TO MAKE AN ALTERNATIVE HANDWASHING STATION

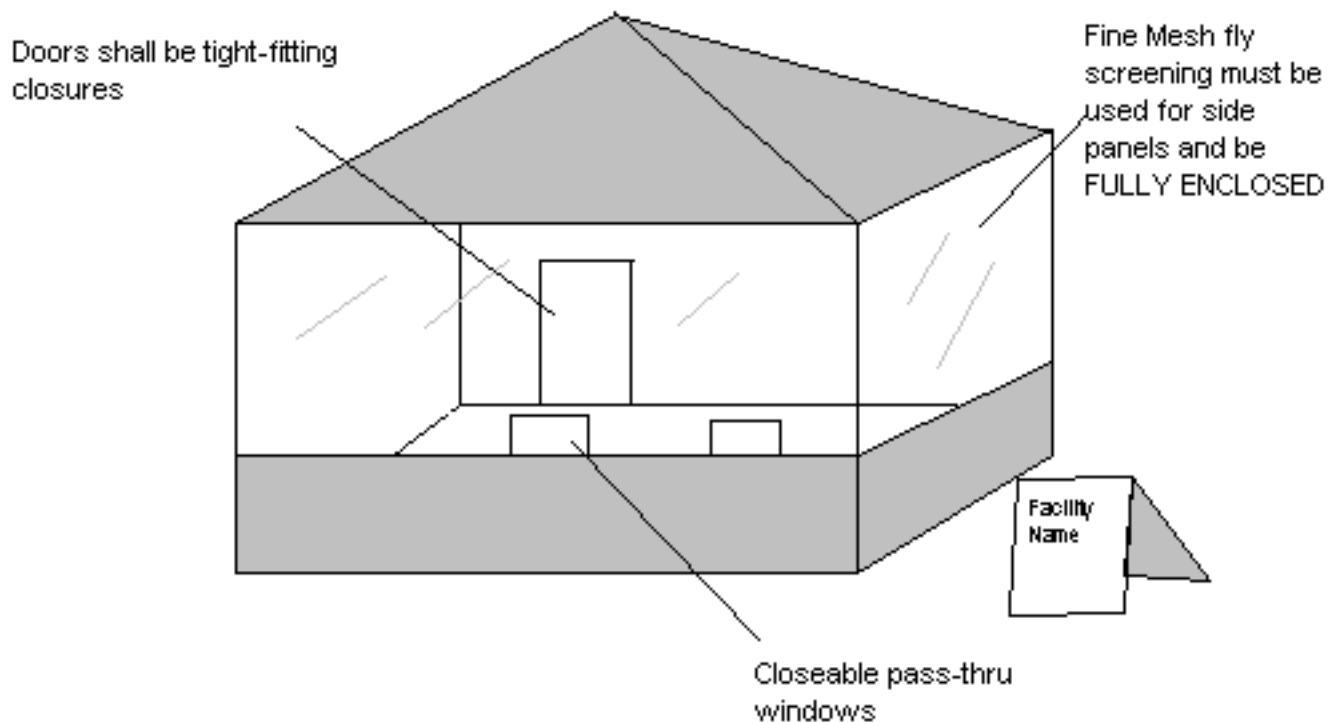


HEATED WATER FROM AN APPROVED SOURCE TO A MINIMUM OF **100° F**





## EXAMPLE OF BOOTH CONSTRUCTION



**NOTE:** Roof and side panels may be plywood, fiberglass, plastic, or canvas board with wood or metal framing.



## **Temporary Food Booth Structure and Set-up**

Except as noted below, the booth must be entirely enclosed with four complete sides, a top and a cleanable floor (pavement is acceptable).

1. Booths operating on grass or dirt must use plywood, tarp or similar material, for floor surfaces. (Section 114347)
2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes. (Section 114349)
3. All food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects. (Section 114349)
4. Grills and barbecues or other approved cooking equipment shall be separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public. (Section 114341(c))
5. All food and equipment shall be stored inside the fully enclosed booth with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. Rental booths constructed as noted above, may be used when approved by the local Environmental Health Department.

**Note:** The only operations not requiring fully enclosed booths are those which sell beverages from approved dispensers, or food items prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging.

6. The name of the facility, city, state, zip code, and the name of the operator, if different of the name of the facility, shall be legible and clearly visible to patrons. The name shall be in letters at least 8 centimeters (3 inches) high and shall be of a color contrasting with the surface on which it is posted. Letters and numbers for the address may not be less than 2.5 centimeters (1 inch) in height. (Section 114337)
7. Inspection Report must be posted in public view upon receipt. (Section 113725.1)

These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public.



**TEMPORARY FOOD VENDOR'S APPLICATION**

All food vendors (both for profit and non-profit) are required to return a signed and completed copy of this checklist to the festival coordinator three (3) weeks prior to this event.

1. 1. Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

2. The following is information about my organization/business:

Name of organization/business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate: ( ) \_\_\_\_\_

3. List food to be sold or given to the public: \_\_\_\_\_

4. I am providing food that is **NOT** prepared at home:  Yes  No

All food is prepared on-site or is from approved commercial facilities:  Yes  No

Name of facility: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address of facility: \_\_\_\_\_

5. I am providing a booth with the following: (to protect my unpackaged food and food-preparation areas from flies, dust and the public)

A booth with walls and ceiling constructed of either wood, canvas, plastic, similar material and fine mesh fly screening, completely enclosing open food areas. It will also have a smooth and cleanable floor (concrete, asphalt, clean tarps and smooth wood are acceptable) and constructed to separate food and food preparation areas from the public.

Other (specify): \_\_\_\_\_

**Note:** The only operations not required to provide enclosed booths are those which sell beverages from approved dispensers, or prepackaged foods from approved sources.

6. Approved water for drinking, utensil and hand washing will be provided in my booth by the following methods:

Approved bottled water.

On-site hose bib that is connected to a potable water source.

Other (specify): \_\_\_\_\_

7. Electricity is provided for my booth's use:  Yes  No

8. I am providing an accurate probe thermometer to measure the hot and cold holding of potentially hazardous foods during all times of booth operation:  Yes  No

9. I am providing the following hot temperature control for the hot holding of all potentially hazardous foods above 135°F:

Camp stove  Sterno & hotel trays

Double steamer  Steam table & lids

Electric stove top  Other (specify)

**Note: Examples of potentially hazardous food include: meats, tamales, cooked beans, rice, vegetables, potato salad, eggs, and dairy products.**



10. I am providing the following cold temperature control for the cold holding of potentially hazardous foods below 45°F (if food is used the following day, maintain below 41°F temperature):
- Ice chests
  - Refrigerator
  - Refrigerated truck
  - Ice bath and tubs
  - Other (specify) \_\_\_\_\_

11. I am providing the following items within my booth for the sanitary cleaning of food preparation utensil
- Three compartment sink.

OR

- Three deep tubs (basins 6-8 inches minimum), one for soapy water, one for rinsing and one for a bleach solution (one tablespoon of bleach per gallon of water).
- Detergent, bleach, and wiping cloths (cleaning towels).
- Tub to store wiping cloths in bleach solution.

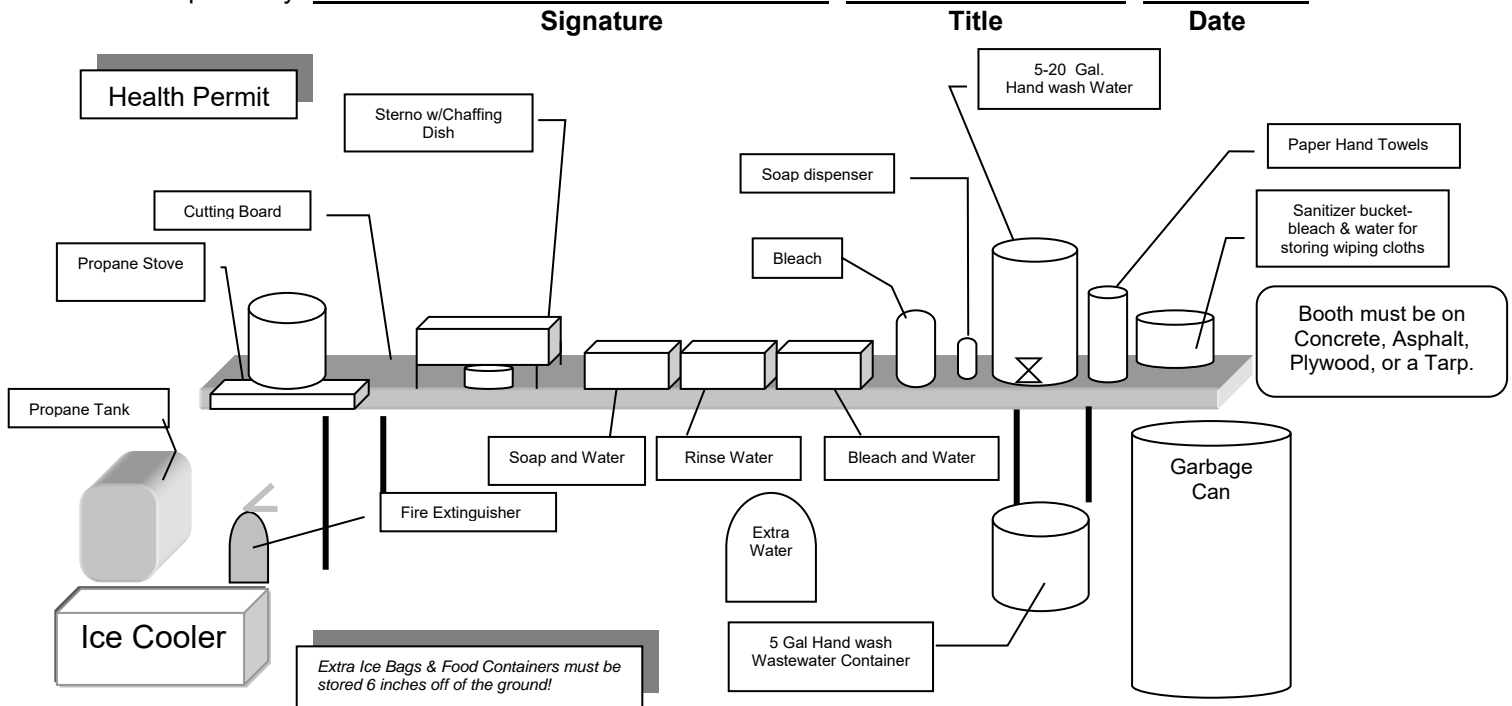
12. I am providing the following for adequate hand washing facilities, but separate from utensil wash within my booth:

- Water supply dispenser with warm water at a minimum of 100°F (i.e. 5-20 gallon container with spigot).
- One separate tub (bucket or basin) for the collection of rinse/wastewater.
- Paper towels and pump-style soap container.

13. Names of responsible persons to be present in booth during all hours of operation:
- \_\_\_\_\_

**\*\*Important\*\*** All food vendor booths are subject to inspection. Please make a copy of this application in preparation for this event. A copy of this checklist must be in the booth at all hours of preparation and operation. **Return original to festival coordinator three weeks prior to this event.**

14. Completed by: \_\_\_\_\_







**WHAT TO BRING THE DAY OF THE EVENT**

1. A copy of your Temporary Food Vendor's Application
2. Probe thermometer (0°F - 220°F)
3. Three (3) deep (6-8 inch) tub for utensil washing or a 3-compartment sink
4. Detergent for utensil washing and bleach for sanitizing
5. One (1) tub for sanitizing
6. Bottled water (if not provided at site)
7. Water dispenser (i.e. bottled water container with spigot)
8. Bucket or basin for hand washing wastewater
9. Paper towels
10. Pump style soap dispenser (BAR SOAP IS NOT ALLOWED)
11. Trash container with liners (trash bags)
12. Serving utensils
13. Wiping cloths (cleaning towels)

**WHAT TO EXPECT**

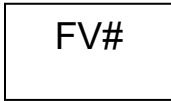
1. **Post a copy** of your completed Temporary Food Vendor's Application in each booth.
2. **Maintain Hot Foods at or above 135° F** by use of the following methods:
  - a. Camp stove
  - b. Double steamer
  - c. Electric stove top
  - d. Sterno and hotel trays
  - e. Steam table
3. **Maintain Cold Foods at or below 45° F** by use of one of the following methods:
  - a. Ice chests
  - b. Refrigerator/Refrigerated truck
  - c. Ice bath and tubs
4. **Ensure that all food is thoroughly cooked** to the proper minimum temperature:
  - a. Ground meat - 155° F
  - b. Eggs and food with eggs - 145° F
  - c. Pork and single pieces of meat - 145° F
  - d. Poultry and stuffed meats - 165° F
5. **Re-heat foods to 165° F** before putting them in warming units.
6. **Check food temperatures** with a probe thermometer. Sanitize thermometer after each use.
7. **Wash hands** before preparing or handling food and after using the bathroom, smoking, or handling garbage.
8. **Keep all food preparation surfaces and utensils clean.** Wash and sanitize cutting boards and prep surfaces frequently.
9. **All foods** are to be prepared in an approved kitchen or on site (home kitchens are not allowed).
10. **Set up separate areas for utensil washing and handwashing:**

**UTENSIL WASHING:** Set up one (1) deep tub for wash water, one (1) tub for rinse water, and one (1) tub for bleach water - Mix one (1) capful or 1 tsp of bleach to each gallon of water.

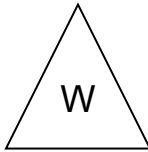
**HANDWASHING:** Dispense water from a container of water with spigots. Use a separate tub to collect wastewater. Use a pump style soap dispenser - NOT BAR SOAP
11. **Dispose of garbage** using plastic garbage bags.
12. **Keep all food protected.** Do not place food or food containers on the ground and keep covered.
13. **SMOKING** is not allowed in the food booth.
14. **Keep ICE FOR CONSUMPTION** in a separate ice bin. Do not store scoop inside ice bin.



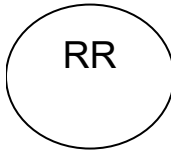
**TEMPORARY EVENT SITE PLAN**



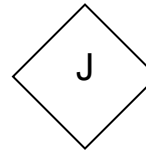
Food vendor # is to correspond with food vendor list attached.



Warewashing  
Facilities



Restroom  
Facilities



Janitorial Facilities to  
dump wastewater

**Draw a site map showing proposed locations of all food booths, restrooms, warewashing facilities and janitorial facilities. Use the symbols above.**

