



**VENDOR
TEMPORARY EVENT PERMIT APPLICATION**

Complete this form and return it with other applicable forms **to your event coordinator** one month (or deadline set by the coordinator) prior to the event to be eligible for a discounted fee. Forms sent directly to Environmental Health, or not part of Coordinator's original submittal, will be charged the regular temporary event fee and must be submitted a **minimum of two weeks** prior to the event. Additional fees may be charged for any application submitted less than two weeks before the event.

EVENT NAME: ARTS & OLIVE FESTIVAL DATE & TIME: OCTOBER 4, 2009

Canada College

ADDRESS OF EVENT: 4200 Farm Hill Blvd CITY: Redwood City ZIP 94061

NAME OF EVENT COORDINATOR/SPONSOR San Mateo County Community Colleges Foundation/
Canada College

CONTACT PERSON Linda Hayes/Julie Mooney PHONE #: 650-306-3428

VENDOR BOOTH NAME: _____

VENDOR NAME: _____ PHONE #: _____

VENDOR ADDRESS: _____ CITY: _____ ZIP _____

Absolutely no home food preparation or storage allowed

REQUIRED INFORMATION: Please fill out all of this information completely. Incomplete information may result in your application being denied.

1. Please fill out the **Food Preparation Plan** and return with application

2. **Please initial next to each item below indicating that you agree with the statement**

- I have read and understand the "Temporary Food Facility Requirements" provided with this application.
 I agree to comply will all applicable State and County laws and regulations. (see attachment: Article 13-13.5)
 I understand that failure to comply may result in immediate closure of my booth or discard of food.
 I understand that if food is prepared or stored at home that it cannot be sold or given away to the public.
 I have provided Environmental Health with the name and address of the church, community center, or other approved kitchen where the food will be prepared and stored. (see item #3 on next page)
 I understand that I must post the "**Checklist For Temporary Food Facilities**" in my booth, and initial next to each item on the list indicating compliance with each item.

Applicants Signature _____ Date _____

3. Health Permit fee: \$93.00 - Group rate

Rev. 04/30/08

Please include Health Permit fee with your event application.

3a. Name and Address of church, community center, or other non-residential kitchen where food will be stored or prepared:

3b. If a "Food Facility"¹ or "Food Establishment", as defined in the California Uniform Retail Food Facilities Law(CURFFL), will be used for any food preparation, the following section must be completed and signed by the owner of that establishment. (refer to CURFFL Definition handout)

COMMISSARY AUTHORIZATION	
The Food Vendor listed on the front of this Vendor Application has permission to use the food facility named below for preparing and storing food on the following dates: _____	
Facility/Commissary Name: _____	
Address: _____	Health Department Permit # _____
Phone: _____	Owner/Operator Name: _____
Signature of Food Facility Owner/Operator: _____	Date: _____

Other Supporting Documentation

- Do you currently have a Permit to Operate a Food Facility from San Mateo County? _____
 If "Yes" Provide name and address of the business _____

- Is this temporary food facility for non-profit purposes? _____
 If "Yes", please submit a copy of the State Board of Equalization letter lists your nonprofit ID number.

- Are you applying for a Veteran Fee Exemption?
 If "Yes", please attach a copy of your Discharge papers (Application approval required prior to the event)

- Will you be sampling foods?
 If "Yes", your booth must meet the requirements of a "food preparation booth" (see booth diagrams)

Temporary Food Facility Food Preparation Plan

Required Information: Please fill out all of this information completely. Incomplete information may result in your application being denied.

Food prepared or stored at a private home or other unapproved location is prohibited and if found, may be immediately destroyed.

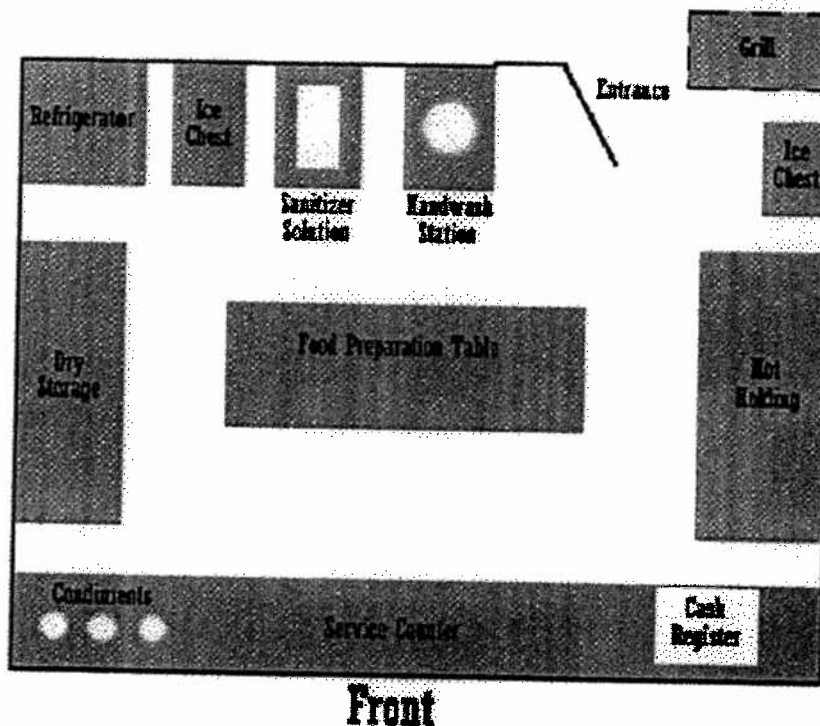
Name of approved kitchen _____

Address _____

Food Item	Food item sold prepackaged? (yes or no)	Location and method of food storage and preparation before the event	Equipment used to keep food hot/cold/protected during transport	Length of time in transport	Location and method of food storage when event is not operating	Equipment used to cook, prepare, and hold food at the event
Example	NO	Joes Dinner San Mateo In refrigerator	Ice Chest with ice	30 minutes	Joes Dinner San Mateo In refrigerator	BBQ Propane warmer

If additional space is needed , write on plain sheet of paper and attach to this document.

Sample: Work Areas Inside Booth



Food Handling Requirements

- A. All food handling and preparation shall take place in the booth unless approval of a different preparation site has been obtained from Environmental Health Services.

Food Prepared or Stored at Home is Prohibited.

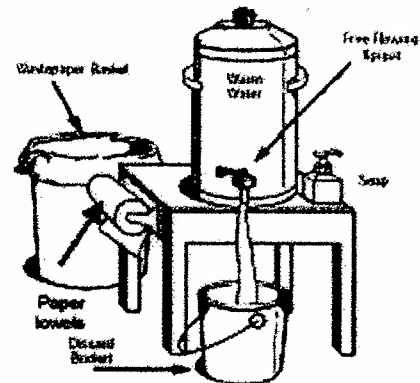
- B. **Temperature Control:** Shall be provided for potentially hazardous foods: (see Appendix A & B)
1. **Cold Food:** Maintain temperature of 45° Fahrenheit or below.
 2. **Hot Food:** Maintain food temperature of 140° Fahrenheit or above.
 3. **Transportation:** During food transport to the booth, you must maintain the required temperatures and keep food protected from contamination.

Notes:

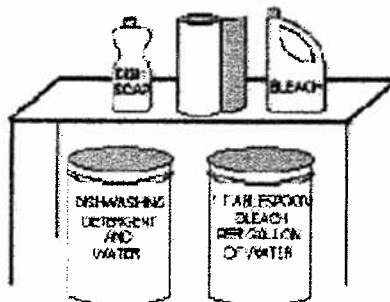
- (a) It is recommended that Sterno not be used to hot hold potentially hazardous foods at "outdoor temporary events". Pressurized gas or electric units are suggested alternatives.
- (b) **BBO's** & other heat producing equipment must be blocked off to prevent injury to the public.

- C. **Thermometer:** A properly calibrated metal-stem type thermometer (minimum 0-220°F range) is required at each booth. Hot holding, cold holding, and cooking temperatures need to be monitored throughout the event to verify code compliance and protect the public. Food temperature logs and knowledge of how to calibrate a thermometer are suggested (see Appendix A and B)

Hand wash Station: Each booth should have an insulated container with a spigot for hands-free washing, warm water, a catch bucket as large as the water supply container, pump soap dispenser, and paper towels. A minimum of 5 gallons of water should be available in the booth for hand washing each day.



- D. **Utensil / Equipment Cleaning & Sanitizing:**



Booths with food preparation require two clean (5) gallon containers (or size to fit your largest utensil) for the cleaning of equipment and utensils. A third may be required for general cleaning purposes. One container shall contain soapy water and the other a bleach/water solution.

Booths with food preparation require 2 containers of bleach solution, one for sanitizing/storing of in-use wiping cloths, and one for utensils. The sanitizer should consist of 100ppm chlorine (approximately 1 tablespoon of liquid bleach per gallon of water) or other sanitizers approved by Environmental Health.

Alternate method: Single use paper towels permeated with approved sanitizer solution and designed for use in kitchens (such as Clorox wipes) may be used to sanitize food contact surfaces and utensils.

- E. **Additional Facilities:** Additional facilities may be required for the washing of fruits and vegetables prior to preparation. Fruits and vegetables intended for preparation and consumption shall be washed, or cleaned of any soil or other material by washing with potable water so that it is wholesome and safe for eating.
- F. **Water:** An adequate supply of potable (safe for drinking) water shall be provided for utensil washing and hand washing. The water supply shall be from a source approved by the enforcement agency. Ask your Event Coordinator if you should purchase water at the store.

- G. Food preparation surfaces must be smooth, easily cleanable and non-absorbent (commercial cutting boards are recommended).
- H. Waste Water: Water and other liquid wastes, including waste from ice bins and beverage-dispensing units, must be contained in or drained into a leak-proof container. Liquid waste must be disposed of into an approved sewage system or holding tank and not poured into a storm drain or onto the ground. Ask event coordinator for disposal location.
- I. Food Protection: All food, beverages, equipment and utensils, shall be protected at all times from unnecessary handling and shall be stored, displayed and served so as to be protected from contamination. Food & food packaging materials (i.e. cups, lids, etc.) must be stored off of the ground.
- J. Condiment containers accessible to the public shall be the pump type or have self-closing or hinged covers for protection. Single service packets are recommended.
- K. Food Handlers must be in good health and shall wash their hands prior to the start of food preparation and especially after visiting the restroom. Clean outer garments and hair restrained must be worn. Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs, paper wrappers, or single-use gloves.
- L. Toilet with hand washing facilities must be provided within 200 feet of all temporary food facilities. This requirement is in addition to individual hand wash stations at each booth.
- M. Live animals, birds or fowl are not permitted on temporary food facilities.
- N. Ice used for refrigerating goods cannot be used for consumption.
- O. Smoking and eating are prohibited in food booths.
- P. An adequate number of leak-proof and fly-proof garbage containers shall be provided and serviced as needed. Plastic garbage bags are recommended in each booth.

Food Sampling Booths

Vendors who provide samples of any food item (i.e. jelly, honey, salsa, olive oil, etc.) must meet all temporary food event requirements listed in this document, including the following:

- No public self-service or direct hand contact of food is allowed.
- Individually wrapped or pre-portioned servings of food items are required.
- Food samples must be kept behind counter area or protected by sneeze guard.
- A temporary hand wash facility must be located in booths that prepare and/or dispense open food items (see page 4, item D).
- A method of sanitizing utensils is available in the booth (see page 4, item E).

Beverage/Ice Dispensing in Booths

Vendors who dispense beverages (soda, beer, wine, etc.) must meet the Temporary Event Hand Wash Requirement (page 4, item D). If ice scoops or other utensils are used, a sanitizing container (page 4, item E) must also be provided.

