

EVENT ORGANIZER APPLICATION PACKET

AMADOR COUNTY ENVIRONMENTAL HEALTH, 810 COURT STREET, JACKSON, CA 95642 (209) 223-6439 - <u>www.amadorgov.org</u> - ACEH@amadorgov.org

EVENT ORGANIZER PERMIT Self-checklist (Do not submit this page)

An event organizer permit is required when two or more temporary food facility (TFFs) booths will be at an event. (CA Retail Food Code Section 114381.1) The following is required to obtain a permit:

Provide vendors with Temporary Food Facility (TFF) application packet for completion.

TFF APPLICATIONS - Collect completed TFF applications from ALL food vendors.

FEES - Collect TFF vendor fees:

- a. \$51 from TFF vendors.
- b. Veterans Fee is waived for Veterans that have a Form DD 214.
- c. Non- Profit Fee is waived for non-profit vendors (IRS 503c).
- d. Permitted Food Facilities Fee is not required if mobile units, caterers, cottage food operators, catering restaurants and annual temporary food facilities are currently permitted to operate by Amador County Environmental Health.

EVENT ORGANIZER APPLICATION PACKET –Complete the following forms

- 1. Event Organizer Application page
- 2. Food Vendor List
- 3. Event Site Map Sketch the following on the diagram or submit own site map.
 - a. location of all food/beverage booths and mobile food units
 - b. location and number of toilets (1 toilet per 15 employees within 200 feet of each temporary food facility)
 - c. location of all ware washing sinks for common use if not inside the booth
 - d. source and location of water supply faucets
 - e. location and number of garbage containers/dumpsters
 - f. location and number of waste water holding tanks and dump stations
 - g. street names and location

SUBMIT TWO WEEKS PRIOR - to Environmental Health completed applications

- 1. Event Organizer Application
- 2. Food Vendor List
- 3. Event Site Map
- 4. All food vendor applications

PAYMENT - Pay to Amador County Environmental Health with above submittal:

- a. \$112 event organizer fee
- b. Applicable \$51 TFF vendor fees collected

Incomplete or illegible applications that require additional research or staff time to review will be assessed an additional fee of \$120 per hour.



AMADOR COUNTY COMMUNITY DEVELOPMENT AGENCY ENVIRONMENTAL HEALTH DEPARTMENT

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EVENT ORGANIZER APPLICATION

EVENT INFORMATION

Name of Event:				
Location of Event:				
Event Start Date:		Event End	Date:	
Food Booths will be set up on (date)		at (time)		
Number of food booths:				
Is this event:	for profit	for non-profit	veteran exempt	
Anticipated number of public attendees:				
ORGANIZATION INF	ORMATION			
Name of Organization:				
Event Contact Person:				
Phone for Contact Perso	on:	Email:		

EVENT UTILITIES

Mailing Address: _____

Number of faucets available for potable water:
Number of waste water dump stations and holding tanks :
Is electricity supplied/available for each food vendor?
Method of disposal for waste water from food booths?
Where will ice be supplied from?
Is there at least one toilet facility per 15 employees within 200 feet of food facilities?
Number of garbage containers dumpsters dedicated to food booth wastes?

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FOOD VENDOR LIST

EVENT NAME

NUMBER OF FOOD VENDORS: _____

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All vendors, including mobile food units, caterers, cottage food operations and annual temporary food facility permit holders, that provide food, beverages, prepackaged foods, perform product demonstrations and/or food sampling must submit a Temporary Food Facility Application for review and approval by the Amador County Environmental Health Department.

Assigned Number On Site Plan	Name of Booth or Vehicle Name & Permit #	Contact Name and Contact Phone Number	Main Food Item (one only)	Application Received Y/N	Fee Paid Y/N



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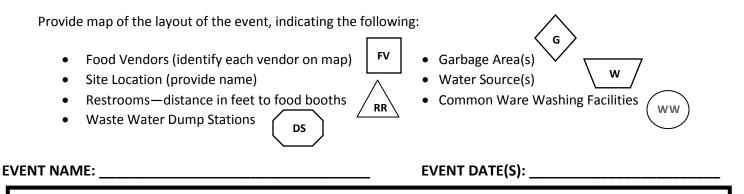
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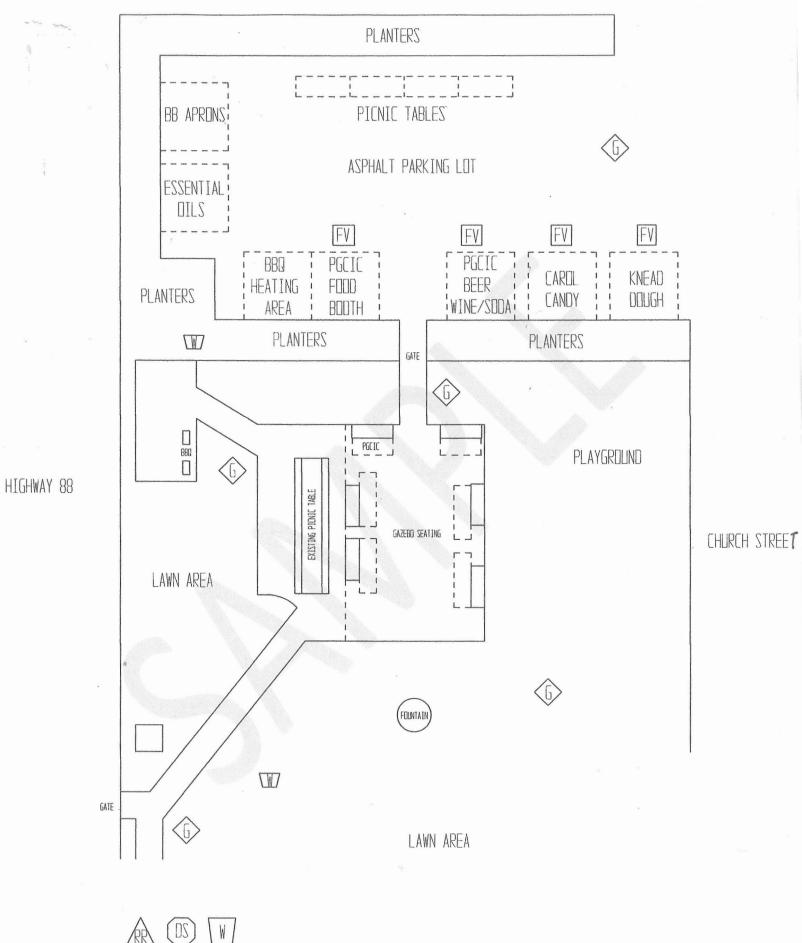
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SITE MAP OF THE EVENT





140 FT. FROM FUDD VENDORS