



Department of
Resource Management
675 TEXAS STEET, SUITE 5500
FAIRFIELD, CALIFORNIA • 94533
(707) 784-6765 Fax (707) 784-4805

OFFICIAL USE ONLY	
Site #: 16F-	_____ - ____ B
Rec'd by:	_____
Date:	_____
Amt pd.:	_____
Rept#:	_____

**2017 Special Event Organizer's Permit Application
DUE 30 DAYS BEFORE THE EVENT**

**Applications and payments received less than 14 business days prior to the event will be assessed a 50% late fee.
Late applications may not receive approval to operate.**

California Law requires that in addition to the permit issued to each complying food facility, a permit shall be obtained by the person or organization responsible for facilities that are shared by **two or more** food facilities operating at a community event.

Name of Event _____

Location of Event* _____

* A copy of your Business License is required for all events located in the unincorporated area of the county (outside city limits).

Date(s) _____ Time(s) _____ Organizer's Name _____

Organizer's Phone # _____ Organizer's Email _____

Organizer's Mailing Address _____

Maximum number of temporary food facilities at the event: _____

Permit fees per event:

	<u>Regular / Late</u>	
_____	\$225.00/ \$337.50	Small event (2-5 food facilities)
_____	\$338.00/ \$507.00	Medium event (6-10 food facilities)
_____	\$449.00/ \$673.50	Large event (>10 food facilities) ➔ Pre-event meeting required.

A pre-event meeting is required for all large events (more than 10 food facilities). Meeting shall be scheduled with this Division no fewer than 30 days prior to the event. I have scheduled or attended a pre-event meeting: ____ Yes ____ No

This application submittal includes applicable fees and all information listed below:

- Completed **2017 Special Event Organizer's Permit Application** (this page).
- Completed **Proposed Food Vendor List** (page 2) Each food vendor must also submit a separate Solano County Food Vendor Application and obtain a permit prior to operating.
- Completed **Special Event Facilities Form** (page 3)
- A detailed **Site Plan** indicating:
 - Location of the event
 - Proposed locations of **all** food vendors
 - Source and location of the potable water supply to each facility
 - Location of all garbage receptacles
 - Location of all shared hand washing, utensil washing, and janitorial facilities
 - Location of wastewater disposal (and used cooking oil disposal, if applicable)
 - Location and number of all toilet and handwashing facilities
- A copy of the current **Solano County Business License**, if applicable*.

I understand that I am responsible for ensuring that the food facilities operating at this event are in compliance with the California Retail Food Code. I have read and understand the attached special event organizer's guidelines.

Applicant Signature _____ Date _____

Print Name _____ Title _____

Proposed Food Vendor List

Please list all food vendors, including food booths, food vehicles (carts and trailers), prepackaged food vendors, and non-profit food vendors.

APPLICATIONS WITH INCOMPLETE INFORMATION WILL NOT BE PROCESSED.

Business Name	Contact Person	Type of Food Facility <small>(booth, cart, vehicle, trailer)</small>	Menu
1.	Name: Phone: Email:		
2.	Name: Phone: Email:		
3.	Name: Phone: Email:		
4.	Name: Phone: Email:		
5.	Name: Phone: Email:		
6.	Name: Phone: Email:		
7.	Name: Phone: Email:		
8.	Name: Phone: Email:		

SPECIAL EVENT FACILITIES

Special event organizers are required to complete and submit this form. Please indicate the location of all below facilities on the site plan.

1. RESTROOM FACILITIES

- a. Number of toilets provided or available: _____
- b. Number of handwashing facilities provided or available: _____

At least one toilet facility for every 15 employees shall be provided within 200 feet of each temporary food facility. Each toilet shall be provided with hand washing facilities equipped with warm and cold running water, hand washing cleanser and single-use sanitary towels in permanently installed dispensers. **The number of toilets shall be equal to the number of handwash stations.**

2. WATER SUPPLY

- a. Source of potable water (e.g., hose bib or faucet connected to municipal water supply, fresh water tank)

- b. Hot and cold potable water supply available to food vendors? Location: _____
- c. Running potable water delivered to each temporary food facility? ___ Yes ___ No
- d. Food grade hoses and sanitary connections provided? ___ Yes ___ No

3. GARBAGE & LIQUID WASTE

- a. Number of garbage containers provided: _____
- b. Number of wastewater tanks ___ Size of wastewater tank(s) _____
- c. Janitorial facilities (mop sink / basin) available at the event? ___ Yes ___ No
- d. Containers provided for disposal of used cooking oil? ___ Yes ___ No

4. ANIMAL CONTROL

- a. Signs posted at all entrances advising no live animals are permitted within 20 feet of food vendors?
___ Yes ___ No
- b. Event staff personnel available to ensure no animals are permitted within 20 feet of food vendors?
___ Yes ___ No
- c. Other means to control animal access to food vendors: _____

5. ELECTRICAL POWER

- a. Adequate lighting is provided for events that occur at night or indoors? ___ Yes ___ No
- b. Electrical power provided for food equipment at each food booth? ___ Yes ___ No
- c. For events scheduled consecutively for more than 1 day, continuous supply of electricity provided to power refrigerators overnight? ___ Yes ___ No

Signed: _____

Date: _____



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Special Event Organizer Guidelines

Please read this guideline carefully. These requirements have been established in accordance with State and local health code requirements, and are intended to assist you in providing safe and wholesome food to the public. We welcome your cooperation.

Special event organizer shall comply with all of the requirements of this guideline.

I. Permit Requirements for the Special Event Organizer:

In addition to the permit issued to each complying food facility, a permit shall be obtained by the person or organization responsible for facilities or equipment that are shared by two or more food facilities operating at a **community event**. The entire permit application (3 pages) shall be completed and submitted along with a site plan to Solano County Environmental Health at least two weeks prior to the date of the community event. The site plan shall show the proposed locations of all food vendors, restrooms, location of water supply, and all shared utensil washing, hand washing, and janitorial and/or wastewater disposal facilities.

A **community event** is an event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events approved by this Division. A community event does **not** include a seasonal sporting event, grand opening celebration, anniversary celebration, certified farmers market, or similar function.

II. Responsibilities of a Special Event Organizer:

A. Providing Restroom Facilities for the Event:

1. At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility.
2. Each toilet facility shall be provided with hand washing facilities equipped with warm and cold running water, hand washing cleanser and single-use sanitary towels in permanently installed dispensers. Separate toilet facilities are recommended for exclusive use by temporary food booth employees.
3. Check with local codes for the number of restrooms required for public use.

B. Providing Garbage & Liquid Waste Facilities for the Event:

1. Adequate garbage and refuse containers must be provided. Garbage and refuse shall be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended in each booth.
2. Arrangements for cleanup and final disposal of all solid waste shall be approved by this Department.
3. All liquid waste generated by the food facility operators and the operation of the event, shall be disposed of into an approved sewage system or holding tank and shall not be discharged onto the ground or into a storm drain.

C. Animal Control:

1. Live animals are not permitted within twenty feet of mobile or temporary food facilities and farmers' markets.
2. Signs shall be posted at all entrances to the event or food areas informing the public of this requirement.
3. Event support staff shall enforce this requirement.

D. Providing Adequate Lighting for the Event:

1. If the event will occur at night or where minimal light is available, adequate shatter resistant lighting shall be provided.

E. Ensuring Compliance of Temporary Food Facilities:

1. The event organizer shall ensure that the temporary food facilities operating at the event are in compliance with the California Retail Food Code (Cal Code) throughout the entire event. Please read the attached "Temporary Food Facility Operating Requirements" for a complete description of temporary food booth requirements.
2. Each food facility operator shall have posted inside the food booth the completed "Checklist for Temporary Food Facilities" (provided in the Food Vendor packet). It is recommended that the event organizer confirm that the "Checklist for Temporary Food Facilities" is completed and posted at each food booth, along with the booth's Solano County Food Permit prior to the arrival of the inspector.
3. Ice supplied shall be from an approved source (e.g., an ice distribution company, a permitted food establishment).
4. Please use checklist below to assist temporary food facilities in achieving compliance.

BOOTH REQUIREMENTS

- _____ Probe thermometer with a temperature range 0°F-220°F for measuring food temperatures.
- _____ Necessary equipment and supplies to maintain proper food holding temperatures (45° F or less for cold foods, 135° F or above for hot foods)
- _____ Three compartment sink with hot and cold running water, or bucket system described in Appendix A at each booth.
- _____ Food booths that handle/serve unpackaged food shall have an owner or Person in Charge (PIC) who can demonstrate adequate knowledge of food safety principles pertinent to their operation.
- _____ Permit holder requires food employees to report illnesses as required.
- _____ Dishwashing soap and sanitizing solution (e.g., bleach or quaternary ammonium) at each booth.
- _____ Adequate warm (at least 100°F) water, hand soap, and paper towels for hand washing at each booth.
- _____ Smooth, easily cleanable and nonabsorbent food preparation surfaces (e.g., stainless steel tables, commercial cutting boards) at each booth.
- _____ Bucket with sanitizing solution for cleaning cloths and/or sponges at each booth.
- _____ Clean aprons or outer garments for employees of booths.
- _____ Hair nets or hats to confine hair for employees of booths.
- _____ Tongs and/or disposable plastic gloves for food handling at each booth.
- _____ Booths are entirely enclosed with four complete sides and a top (using plywood, canvas, plastic or fine mesh fly screen).
- _____ Business name, permittee name, city, state and zip code posted on each booth.
- _____ Cleanable floor surfaces (tarp or other cleanable material) in each booth.
- _____ Booths have tight-fitting closures and closable pass through windows / food service openings.
- _____ Pass-through window at side of booth facing barbecue facilities.
- _____ Outside grills and barbecues shall be separated by ropes to prevent contamination of food and injury to the public.
- _____ Check with the local Fire Department for requirements regarding fire extinguishers, fire retardant materials, location of cooking equipment, etc.
- _____ Weights to hold booths in place in high winds (if necessary).

NOTE: This list is not inclusive of all the necessary equipment and requirements. Please refer to the Temporary Food Facility Operating Requirements.