

County of Yolo

HEALTH DEPARTMENT

Environmental Health

137 North Cottonwood Street, Suite 2400, Woodland, CA 95695 PHONE: (530) 666-8646 ~ (916) 375-6475 FAX: (530) 669-1448

Community Event Organizers Guidelines

California Retail Food Facilities Law Section 114314 requires that community event organizers obtain a health permit for each community event where food or beverages are sold. Under this health permit, the event organizer will be responsible for providing and maintaining shared facilities such as restrooms, hand washing stations, common utensil sinks or other features as required by the law. The community event permit does not eliminate the required health permit for individual food booths. Each booth operator must still obtain a separate health permit.

To apply for the health permit, the organizer must submit the following items to Yolo County Environmental Health (YCEH) at least 2 weeks prior to the event:

- 1. A completed Community Event Organizer Permit application for the event.
- 2. A plan showing individual food booth locations. Include booths where any **edible** items will be sold. Also indicate on this plan the location and number of restrooms and associated hand washing facilities that will be provided. There must be at least one toilet for every 15 food workers.
- 3. A list of food booth participants that includes the name of the business or organization, contact person, phone number, and the location of the booth.
- 4. Provide the event schedule including the dates and times of booth set-up, official opening and closing time of the event.

The organizer's health permit will be issued with the following conditions:

- 1. The organizer will ensure that each booth will have a valid health permit prior to the day of the event.
- 2. The organizer will ensure that all common facilities required by Environmental Health such as restrooms, hand washing facilities, utensil washing units, etc., have been set-up and that these facilities will be properly maintained throughout the event.
- 3. The organizer will complete the Event Organizer Checklist and submit it to the inspecting Environmental Health Specialist at the beginning of the inspection.

Failure to obtain required health permits prior to operation can result in penalties or other legal actions.

The fee for the organizer health permit is based on the number of food booths at the event. Contact YCEH at (530) 666-8646 for the current fee.

Individual food booth operators can obtain a Temporary Food Facility Permit application packet by contacting YCEH at (530) 666-8646.

If you have any questions, please contact YCEH at (530) 666-8646.



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Office use only	
Date Received	
Approved By	
Fee Received	\$
Receipt #	
Facility ID	

COMMUNITY EVENT ORGANIZER PERMIT APPLICATION

This form must be submitted two weeks prior to the event

The fee for the Event Organizer Health Permit is based on the number of food booths to be present at the event. Contact YCEH at 530-666-8646 for the current fee.

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

Name of Event:			
Location of Event:			
		Start and End Time:	
Organizer's Name:		Address:	
Daytime Phone:()		City & Zip:	***************************************
Email:		Number of Food Booths:	
Facility Permit Applicati A detailed site plan in Location of the event Proposed locations of cream trucks) and mo Source and location o Location of all garbage Location of all shared Location of wastewate Location and number Yes, you may include m	ors List. Each food vendor non and obtain a permit 2 week dicating: all food vendors including tendebile food preparation units (e.f the potable water supply to be receptacles utensil washing, if any, and jater disposal (and used cooking of all toilet and hand washing my event on the Yolo County E	nporary food booths, mobile food facilities (e.g., carts, i.g., trailers, trucks) each facility anitorial facilities oil disposal, if applicable) facilities (must be within 200 feet of the food vendors) Environmental Health website.	ice
Other:			
l understand that I am respon the attached special event orç		ntaining all shared facilities. I have read and unders	stand
Signature of Organizer:		Date:	



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COMMUNITY EVENT ORGANIZER CHECKLIST

This checklist is provided to help you comply with health department regulations

This checklist is to be completed and given to the Environmental Health Specialist (EHS) at the beginning of the inspection

		COMPLIES		
	CHECK LIST REQUIREMENTS	YES	NO	N/A
1	Food booths located as indicated on map submitted to YCEH			
2	Each food booth has posted their Yolo County Health Permit			
3	Each food booth has posted the Temporary Food Facility Self-Inspection Checklist			
4	Each food booth has a copy of the Hot Holding Temperature Log for			
	Potentially Hazardous Foods and a probe thermometer for taking temperatures			
5	Each food booth is fully enclosed (as required)			
6	Each food facility has bleach for sanitizing			
7	Potable water source is available for all food booths			
8	All restrooms & handwashing areas are maintained and stocked with soap, paper towels, & toilet paper			
9	All garbage containers are maintained			
10	All other shared facilities, such as warewashing sinks and waste water disposal locations are maintained			
11	No live animals are kept or allowed within 20 feet of any area where food is stored or held for sale (except for service or guide dogs)			
	ments or questions for the EHS:			
	E: This list may not include all the necessary requirements for the Event Organizer. Please con 666-8646 for questions regarding Event Organizer requirements.	tact Envi	ironmei	ntal Hea
	verified all of the above items as per my responsibilities as the event organizer. I understaneted checklist to the EHS at the beginning of the inspection.	d that I	must pi	rovide t
Signed	d:			