



# Organizer/Sponsor Health Permit Application

## Sponsors of Food and Beverage Booths

## Community Events in Madera County

(Please complete all sides of the Application, Page 1-6)

<b>Event #:</b>	<b>Invoice #:</b>	<b>Entered By:</b>	<b>Date:</b>
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**SPONSOR/ORGANIZER INFORMATION**

Name of Sponsor/Organizer (please print): \_\_\_\_\_

Name of Main Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Home/Cell Phone: (     ) \_\_\_\_\_ Fax Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspection of food booths are conducted prior to the event start time (recommended 2-hours before).

Number of Booths: \_\_\_\_\_ Time booths will be prepared for Inspections: \_\_\_\_\_:\_\_\_\_\_

<input type="checkbox"/> For Profit  <input type="checkbox"/> VA Exception DD-214 (Provide Copy)	Non-Profit (Nonprofit organizations are not exempt from late submittal fees): <input type="checkbox"/> 501-C (Provide Copy)* <input type="checkbox"/> I am operating for the benefit of a non-profit association. (Provide CalCode §113789(c)(4) exemption form)
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\*An organization that was organized and is in operation for charitable purposes and meets the requirements of CalCode §113842, Section 214 of the Revenue and Taxation Code. A corporation incorporated pursuant to the Nonprofit Corporation LAW (Division 2 (commencing with Section 5000) of Title 1 of the Corporations Code), that is exempt from taxation pursuant to paragraphs (1) to (10), inclusive, and paragraph (19) of Section 501 (c) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation Code.

An Organizer/Sponsor Permit and Concessionaire Permits are required for each event (California Health and Safety Code §114381). An Organizer/Sponsor application and all fees must be completed and submitted to this office by the event organizer at least **two weeks prior to the event**, along with a completed and signed Community Event Food Concessionaire Application for **each** booth at the event. **The Organizer/Sponsor is responsible for all completed Health Applications and payments that must be received by this division. A Late Submittal Fee will be charged to the Organizer/Sponsor, per food vendor, if permit applications are received less than 14 days prior to the event start date. Nonprofit organizations are not exempt from late submittal fees.** Permits will be issued on the day of the event.

I understand that improperly handled food served to the public can cause illness. I further understand that to prevent foodborne illness, and to encourage the sanitary handling of food, temporary food facilities should be operated and equipped to comply with applicable requirements of the **California Health & Safety Code, Division 104, Part 7, California Retail Food Code**. I have been given a copy of the handout **Requirements for Temporary Food Facilities**. I understand that failure to comply with the above conditions may result in closure of food booths and/or additional fees.

**I have read, understood and will abide by the requirements for temporary event sponsors and temporary booth food sales.**

Application completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Phone (     ) \_\_\_\_\_ - \_\_\_\_\_

# Organizer/Sponsor Health Permit Application

## Sponsors of Food and Beverage Booths at Community Events in Madera County

Name of Booth(s)/Organization(s)			Count of Facilities/Booths (Refer to each Concessionaire Application)			Cottage Food Operator
Booth Name	Operator Name	Contact Number(s)	Annual Mobile Food Facility	Profit	Non- profit/VA Exempt	
1.						
2.						
3.						
4.						
5.						
6.						
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21.						
22.						
23.						

# Organizer/Sponsor Health Permit Application

## Sponsors of Food and Beverage Booths at Community Events in Madera County

### **Water Supply**

Location of potable water: \_\_\_\_\_

Quantity of potable water (at least 20 gallons/booth per day): \_\_\_\_\_

Maximum distance to a booth from the water supply: \_\_\_\_\_

### **Liquid Waste Disposal**

Location of disposal: \_\_\_\_\_

Type of container or disposal method: \_\_\_\_\_

Capacity of container: \_\_\_\_\_

### **Trash Disposal**

Trash containers provided? YES  NO

How often are trash containers emptied? \_\_\_\_\_

Is there a central refuse collection site? (Indicate it on the site map.) YES  NO

Is there a secondary refuse collection site? (Indicate it on the site map.) YES  NO

Person(s) Responsible for trash removal.

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

### **Toilet Facilities** (with hot and cold water and attached dispensers with single use soap & towels)

A minimum of one toilet for every 15 food handlers is required.

Number of toilets: FIXED \_\_\_\_\_ PORTABLE \_\_\_\_\_ (with water, soap & towels inside)

All toilet facilities shall have handwashing stations available.

Number of handwashing stations: FIXED \_\_\_\_\_ PORTABLE \_\_\_\_\_

Provide details (i.e. soap and paper towel dispensers): \_\_\_\_\_

Location and distance from food booths.

Location: \_\_\_\_\_ Distance: \_\_\_\_\_

Number of feet from booths (show on site map): \_\_\_\_\_

### **Lighting and Electrical**

If it is a night event, will you have lighting? YES  NO

Is electrical service provided for food equipment at food booths? YES  NO

Provide details: \_\_\_\_\_

### **Handwashing Facilities and Utensil Washing for Each Booth**

One handwashing station per food booth is required.

The use of 3 separate 5 gallon dish tubs/buckets or one plumbed/portable 3 compartment sink per food booth is required or:

- a) A maximum of 4 booths may share one plumbed/portable 3-compartment sink.
- b) Notwithstanding subdivision (a), based on the number and types of utensils used, the local enforcement agency may allow up to 8 temporary food facilities to share a warewashing sink when easily accessible and located within 100 feet of each temporary food facility.
- c) Based on local environmental conditions, location, and similar factors, the local enforcement agency may, in lieu of a warewashing sink, allow a temporary food facility operating no more than 4 hours per day at a single event to provide an adequate supply of utensils and spare utensils when they have been properly washed and sanitized at an approved food facility and are stored and kept free of becoming soiled or contaminated.

Who will provide the handwashing facility in each booth? Event Sponsor  Booth Operator

Who will provide the utensil washing facility in each booth? Event Sponsor  Booth Operator



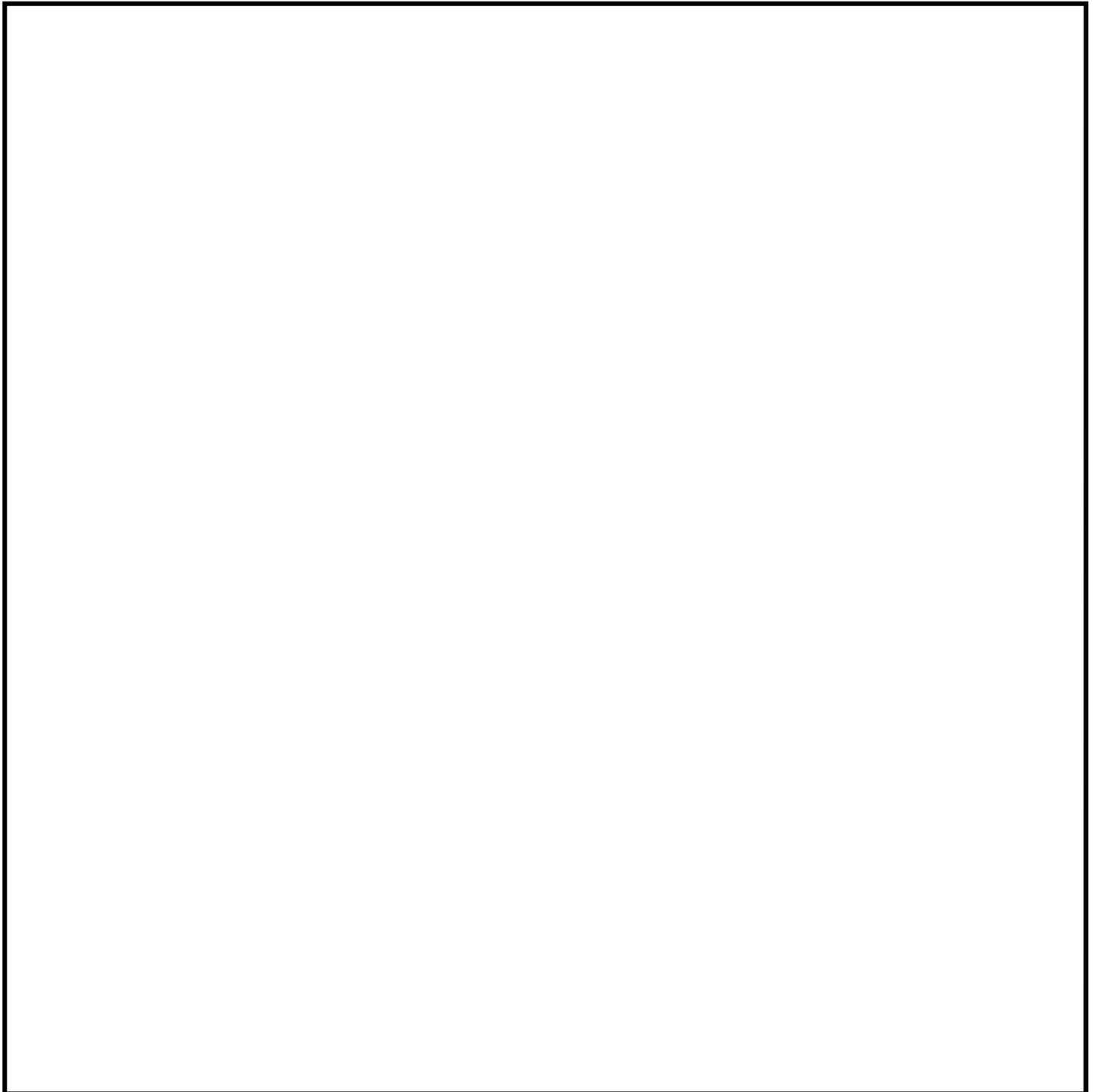
# **Organizer/Sponsor Health Permit Application**

## **Sponsors of Food and Beverage Booths at Temporary Events in Madera County**

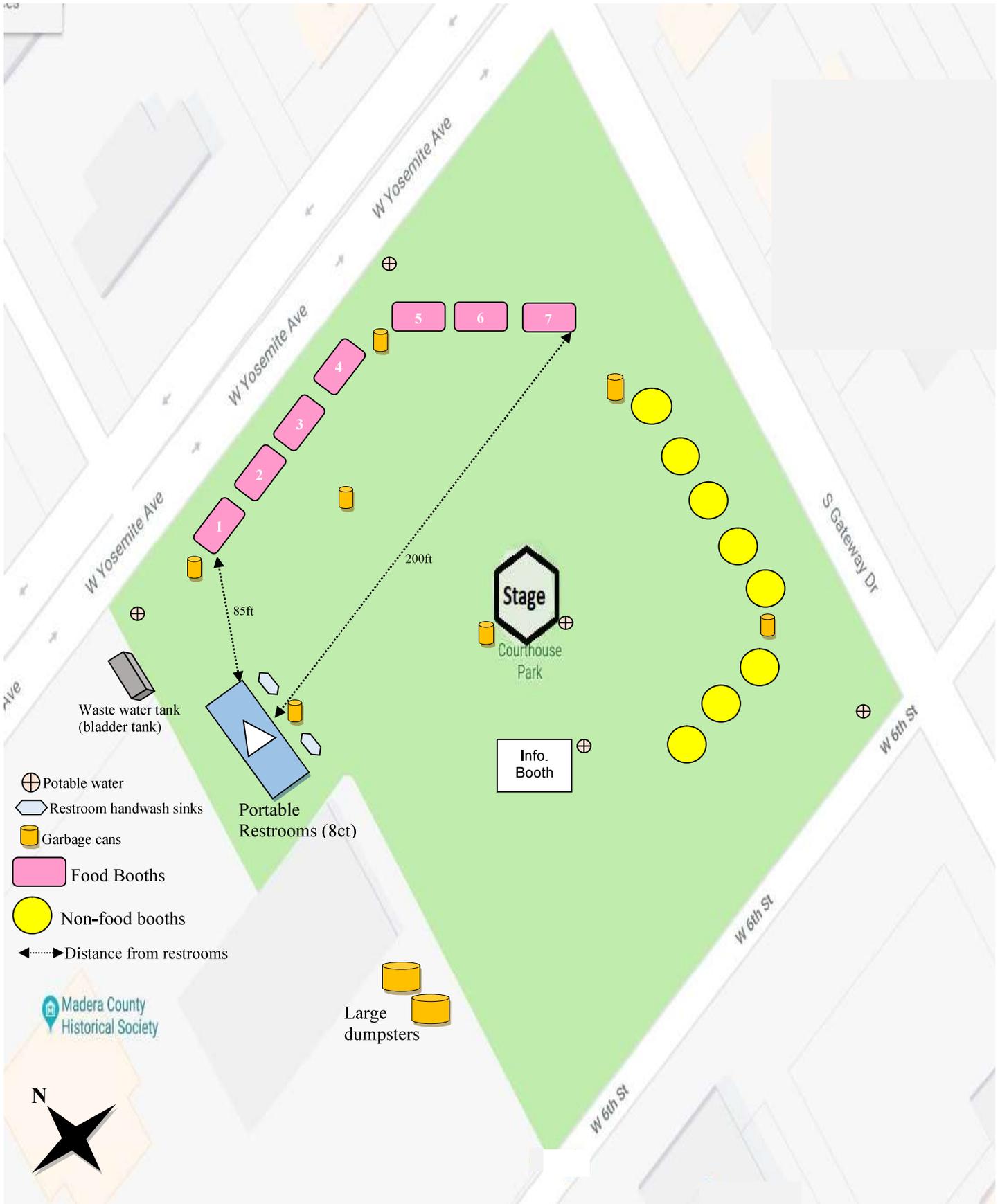
### **Site Map**

**Indicate on the space provided below or attach a sheet of paper with the following:**

Location of each food booth, restroom facilities, shared utensil washing areas or stations, hand washing stations, janitorial facilities to be used by each food booth operators and their employees, trash disposal areas, and liquid waste disposal sites. Please indicate **North** direction represented by an arrow on the site map.



# SAMPLE COMMUNITY EVENT SITE MAP





# Community and Economic Development Environmental Health Division

Dexter Marr, Deputy Director

- 200 W. 4<sup>th</sup> Street, Suite 3100
- Madera, CA 93637
- (559) 675-7823
- FAX (559) 675-7919
- envhealth@madera-county.com

## NOTICE OF COMMUNITY EVENT REQUIREMENTS

Based upon the increase of Community Events in Madera County, effective January 1, 2018 the Organizer will be responsible for ensuring the **Organizer/Sponsor and all Concessionaires' Applications along with all payments, shall be submitted to Environmental Health Division at least two weeks prior to the start date of the event.** The Organizer and Concessionaire health fees are as per the most current fee schedule approved by the Board of Supervisors. Failure to comply with the above requirements may result in closure of food booths and/or additional fees.

**A Late Submittal Fee will be charged to the Organizer/Sponsor, per food vendor, if permit applications are received less than 14 days prior to the event start date. Nonprofit and veteran food vendors are not exempt from late submittal fees.**

DESCRIPTION	FEE
Community Events – Concessions	\$135.00
Community Events – Organizer Permit	\$269.00
Late Submittal Fee per food vendor	\$67.50 (half hour, based upon hourly rate fee)

The Following Event Organizations and/or Food Vendors are not currently subject to Health Permit Fees (Non-profit or Veteran Exempt must provide copy of 501-C3 or VA Exception DD-214):

- An organization that was organized and is in operation for charitable purposes and meets the requirements of Cal Code Section 113842, Section 214 of the Revenue and Taxation Code.
- A corporation pursuant to the Nonprofit Corporation Law (Division 2 (commencing with Section 5000 of Title 1 of the Corporations Code), that is exempt from taxation pursuant to paragraphs (1) to (10), inclusive, and paragraph (19) of Section 501 (c) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation Code.
- Any Organizers/Food Vendors that comply with Cal Code, Section 113789(c)(1) and certify that they will not receive any monetary benefit other than recognition for participating in a non-profit event.
- Veteran (DD-214)
- A Community Producer
- A Mobile Food Facility who is permitted with Madera County Environmental Health Division
- A Cottage Food Operation
- Prepackaged Non-Potentially Hazardous Foods
- Sampling

The Event Organizers are the key contacts for our Division and are held responsible for food vendor compliance with the applicable regulations. We hope your event is successful and we thank you for your cooperation. If you have further questions, please contact the Food Program Staff at (559) 675-7823.