



COMMUNITY EVENT FOOD VENDOR APPLICATION

Directions: The owner/operator of each food booth must **fully complete and sign** this Community Event Food Vendor Application pages 1-4 and return it to the event organizer. The event organizer must submit all applications to this office at **least 14 days** prior to the event. Late submittal is subject to a late fee.

BOOTH INFORMATION

Booth Name: _____

Will you operate more than one booth at this event? No Yes (*Attach a separate application for **each booth***)

OWNER/OPERATOR INFORMATION

Owner/Operator Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Contact Person: _____ Contact Number: () _____

Email: _____

EVENT INFORMATION

Event Name: _____

Event Address: _____ City: _____ ST: _____ Zip: _____

Organizer/Sponsor Name: _____ Contact Number: () _____

Date of Operation: _____ Hours of Operation: _____

BUSINESS STATUS (select all that apply):

- For Profit
- Exempt Military Veteran (provide copy)
- Non-profit (provide non-profit doc)
- I am operating for the benefit of a non-profit association.
(Provide CalCode §113789(c)(4) exemption form)

FOOD OPERATION

- Prepackaged
- Food Preparation
- Cottage Food Operator (provide a copy current permit if not in Madera)
- Permitted Madera Mobile Sticker #: _____
- Sampling (see page 3 for details)

BOOTH CONSTRUCTION

Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection.

Prepackaged food booths require a washable floor and overhead protection.

Overhead Covering: Canvas Wood Other: _____

Floor Materials: Asphalt Concrete Wood Other: _____

Walls Materials: Screens Canvas Wood Other: _____

Canvas shall be fire retardant and cooking may be permitted outside of the booth, contact local fire division for requirements.

I have read the community event guidelines and understand what is expected of me in order to operate my temporary food facility. If I fail to provide the required items, or if I have food from unapproved sources during the operation time, my permit may be subject to suspension/revocation and facility closure. Madera County Environmental Health Division staff time spent on enforcement actions and follow-ups are billed at our hourly rate.

Owner/Operator Signature: _____ Date _____

Owner/Operator Name: _____

FOOD INFORMATION – You MUST include these food items to your booth site map.

List ALL potential menu items, including drinks, ice, condiments, and prepackaged foods like chips/candy.
(attach page if necessary)

Food Item(s) (BBQ chicken, taco, pizza, fries, hot dog, candies, coffee, chips, drinks, etc.)	Food Preparation Only Prepared On-Site (if no, complete approved off-site kitchen section below)		Hot (≥ 135° F) & Cold (≤ 45°F) Holding Equipment (steam table, ice chests, refrigerator, crockpot, etc.)	Approved Source (where is food purchased/obtained)
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
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	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

APPROVED OFF-SITE KITCHEN FOR FOOD PREPARATION *(to be completed by owner/operator of approved kitchen & provide current permit if kitchen is not in Madera County)*

Business Name: _____

Business Address: _____ City: _____ ST: _____ Zip: _____

Owner/Operator Name: _____ Phone () _____ - _____

Signed: _____ Print Name: _____ Date: _____

The food vendor listed on the form has permission to use my approved kitchen for preparing and storing of food and/or washing and sanitizing of utensils for their TFF operation.

Required Equipment & Processes - Select all that apply (review TFF guidelines for requirements)

HANDWASHING FACILITIES: As a minimum, you need 5 gallons of water in a container with a “hands free” spigot, a bucket to catch wastewater, a liquid or powder soap in a dispenser and paper towels.

- Gravity flow container with spigot/faucet to allow water flow with both hands free.
- Plumbed sink with warm water.

UTENSILS & WAREWASHING FACILITIES

- Use of a plumbed or portable 3 compartment sink with hot and cold water. (A maximum of 4 booths may share a sink).
- Use of 3 separate dish tubs/buckets within the food booth (5 gallons for each tub/bucket).
- Provide sanitizer and test strips. (*Chlorine - 100ppm, Quat - 200ppm*)
- No warewashing facilities provided. Extra utensils will arrive to the event clean and sanitized (*Only apply to limited food preparation and Non-Potentially Hazardous Food's only*).

THERMOMETERS (PHF's shall be **cold held at or below 45° F** OR **hot held at or above 135° F**)

- Probe type (0° F-200° F) must be available for monitoring temperatures of Potentially Hazardous Food (PHF).
- Internal thermometers for **cold** holding units.
- Internal thermometers for **hot** holding units.
- Food is kept **hot** or **cold** during transportation to the event.

Provide details: _____

FOOD PREPARATION

- All open food will be prepared within a fully enclosed booth or mobile unit (cart/trailer/truck).
- I will be washing food (produce, etc.) in an approved manner or in an approved food facility.

Provide details: _____

POTABLE WATER & WASTEWATER DISPOSAL

Source of potable water provided by: Organizer Other: _____

Location of waste disposal provided by: Organizer Other: _____

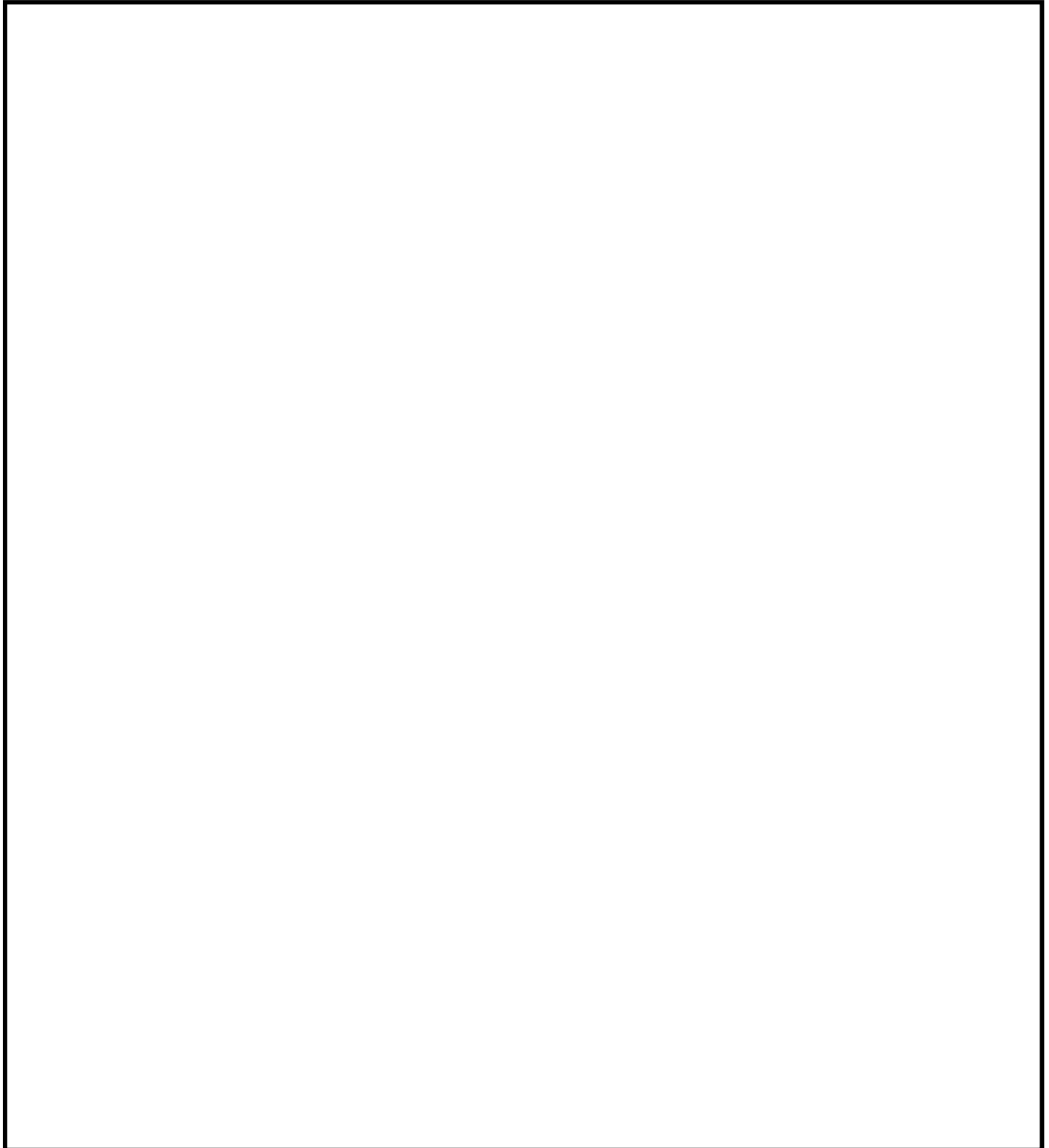
SAMPLING REQUIREMENTS:

- ✓ Samples shall be kept in approved, clean covered containers.
- ✓ All food samples shall be distributed by the operator in a sanitary manner.
- ✓ Clean, disposable plastic gloves shall be used when cutting food samples.
- ✓ Food intended for sampling shall be washed, or cleaned in another manner, of any soil or other material by potable water in order that it is wholesome and safe for consumption.
- ✓ Potable water shall be available for hand washing and sanitizing as approved by the local enforcement agency.
- ✓ Potentially hazardous food samples shall be maintained at or below 45°F. All other food samples shall be disposed of within two hours after cutting.
- ✓ Utensil and hand washing water shall be disposed of in a facility connected to the public sewer system or in a manner approved by the local environmental health agency.
- ✓ Utensils and cutting surfaces shall be smooth, nonabsorbent, and easily cleaned or single-use articles shall be utilized.

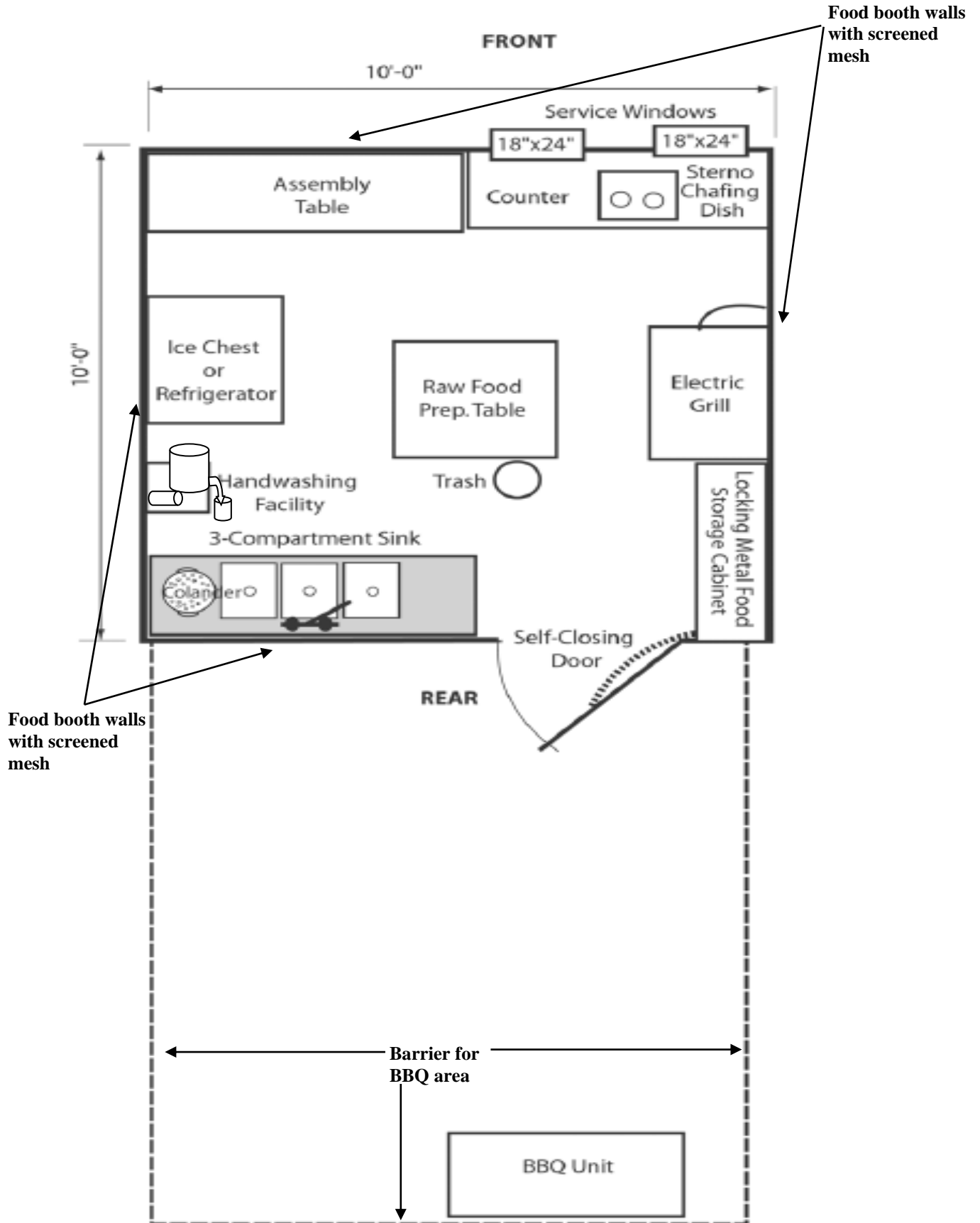
Provide details of your sampling operation and procedures below (*attached additional page if needed*):

FOOD BOOTH SITE MAP

In the space provided, draw all components of the Food Booth. Identify and describe all equipment including cooking, cold & hot holding equipment, handwashing facilities, work tables, warewashing facilities, food & single service utensil storage, garbage containers, & customer service areas. *(Attach pages if necessary)*



FOOD BOOTH SAMPLE SITE MAP



Community Event Food Booth – Inspection CHECKLIST

Complete this checklist **before you begin to serve food** to the public. Keep this copy and have it available to show to the event sponsor or to the Environmental Health Inspector.

Name of the person in charge of the booth: _____

(There must be someone in charge and present at all times)

Items to be completed before serving food to the public:	Initial when done
1. Handwash station is set up and is ready to use. <input type="checkbox"/> Hands shall be washed for 10-15 seconds. <input type="checkbox"/> Container of warm water with a spigot for continuous flow of water <input type="checkbox"/> Bucket to catch the dirty water. <input type="checkbox"/> Liquid soap in a pump dispenser <input type="checkbox"/> Single use paper towels	1 _____
2. Warewashing station is set up and ready to use. <input type="checkbox"/> Provide sanitizer test strips. <input type="checkbox"/> Compartment with soapy hot water to use for washing. <input type="checkbox"/> Compartment with water to use for rinsing. <input type="checkbox"/> Compartment with sanitizer (bleach/quat) and water to use for sanitizing.	2 _____
3. Food preparation tasks are delegated so there are three types of workers: <input type="checkbox"/> Those who only touch the raw meat and poultry. <input type="checkbox"/> Those who only touch ready to eat foods. <input type="checkbox"/> Those who only touch the money.	3 _____
4. All food preparation is done inside of the enclosed booth that shall be enclosed on all sides with 16 mesh per square inch screens.	4 _____
5. Floors constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair.	5 _____
6. Barbecue units may be used outside of the booth, but all barbecue food must be taken back inside the enclosed booth for service to the customer. <i>(Not applicable to griddles)</i>	6 _____
7. Thermometer to measure food temperatures is available in the booth. <input type="checkbox"/> All cold foods are kept at or below 45 degrees F. <input type="checkbox"/> All hot foods are served directly to the customer or held at or above 135 degrees F. <input type="checkbox"/> Discard any remaining hot foods at the end of each day	7 _____
8. Trash containers are available inside the booth	8 _____
9. Self-serve condiments are: <input type="checkbox"/> In containers with a hinged lid and utensil for scooping. <input type="checkbox"/> In squeeze bottles or individual packets.	9 _____
10. All open food is protected from customer spit and sneezes by means of a barrier or guard.	10 _____
11. Food is stored 6-inches off the floor	11 _____
12. Provide stocked first aid kit , with burning cream or spray.	12 _____
13. Fire Safety <input type="checkbox"/> Provide Type 2A 10BC fire extinguisher. <input type="checkbox"/> Provide Type K fire extinguisher <i>(if cooking with grease)</i> .	13 _____
14. The business name (letters at minimum of 3" high), city, state, and zip code (no less than 1" in height) must be on the booth.	14 _____
15. Health Permit is prominently displayed for the public.	15 _____