



Department of Resource Management

675 TEXAS STREET, SUITE 5500
FAIRFIELD, CALIFORNIA 94533
(707) 784-6765 Fax (707) 784-4805

2012 SPECIAL EVENT FOOD VENDOR APPLICATION DUE 30 DAYS BEFORE THE EVENT

OFFICIAL USE ONLY

SITE # _____ - _____
Rec'd by _____
Date _____
Amt pd. _____
Rcpt# _____
REHS Verified _____

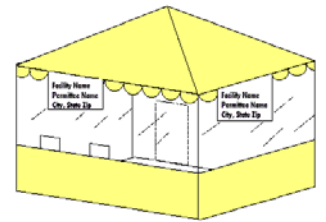
Applications and payments received less than 14 days prior to the event will be assessed a 50% late fee. All food vendors are required to submit one completed application for each event.

Name of Event _____
Date(s) of Event _____ Time of Event _____ Location of Event _____
Event Coordinator's Name _____ Event Coordinator's Phone _____
Name of Your Business _____ Business Phone _____
Business Contact Person _____ Phone _____ Email _____
Business Address _____ City _____ State _____ Zip Code _____

Temporary Food Booths

Fees / Late Fees*

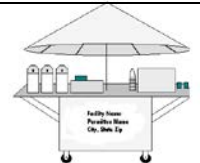
- _____ \$102.00 / \$153.00 Temporary food preparation booth - Each Event
- _____ \$267.00 / \$400.50 Temporary food preparation booth - Seasonal (Exp. 12/31/12)
- _____ \$ 47.00 / \$ 70.50 Temporary prepackaged food booth - Each Event
- _____ \$149.00 / \$223.50 Temporary prepackaged food booth- Seasonal (Exp. 12/31/12)
- _____ No fee Non-profit (attach proof of status)
- _____ No fee Veteran's exempt booth → pre-approved Veteran's Fee Exemption Affidavit required
- _____ No fee I have a current Solano County Food Permit for a booth. Permit No. _____



*All applications/ payments received less than 14 days prior to event are assessed a 50% late fee.

Food Vehicle/Cart

- _____ I have a current Solano County Food Permit for a vehicle/cart. Permit No. _____
- _____ I need to obtain a current Solano County Food Permit for a vehicle/cart.



*All unpermitted vehicles/ carts require inspection and permitting prior to the event.

Required Information:

- I have paid all required fees and completed the Food Vendor Application, including the Food Vendor Preparation Plan and Temporary Food Facility Equipment Plan (food booths only).
- I have read and understand the "Temporary Food Facility Operating Requirements" attached with this application (food booths only).
- I understand regulations set forth in the California Retail Food Code (Cal Code) Chapter 11 and that failure to comply with these regulations may result in immediate closure.
- I understand that if unpackage food is prepared, handled, or served that **an owner or person in charge (PIC) shall be present who can demonstrate adequate knowledge of food safety principles as they relate to the operation.**
- I understand that I must post the completed "Checklist for Temporary Food Facilities" in my booth.

Signed: _____

Date: _____

Food Vendor Preparation Plan

Please answer all questions and complete chart below. Incomplete information may result in your application being denied.

1. A calibrated thermometer will be used to monitor the cooking and holding temperatures of the food? No ___ Yes ___
2. Will any food / beverage samples be offered? No ___ Yes ___ If yes, please indicate in table below.
3. Will any foods be prepared / stored in advance of the event? No ___ Yes ___
 Name of permitted establishment: _____
 A copy of the permit is provided? No ___ Yes ___ (**required if not located in Solano County**).
4. Will all foods be purchased on the day of the event and be prepared in the booth? No ___ Yes ___
5. If yes, operator shall provide a receipt or invoice for proof of same day purchase on the day of the event. Initial: _____
6. **I understand that food prepared/ stored at a private home or other unapproved location is prohibited.** Initial: _____

Food / beverage	Sold prepackaged?	Time in Transport	Equipment used to hold food hot or cold during transport	Equipment used to cook and/or reheat food	Equipment used to hold food hot or cold during event

Temporary Food Facility Equipment Plan

All booth vendors shall complete this section including those selling or serving prepackaged food.

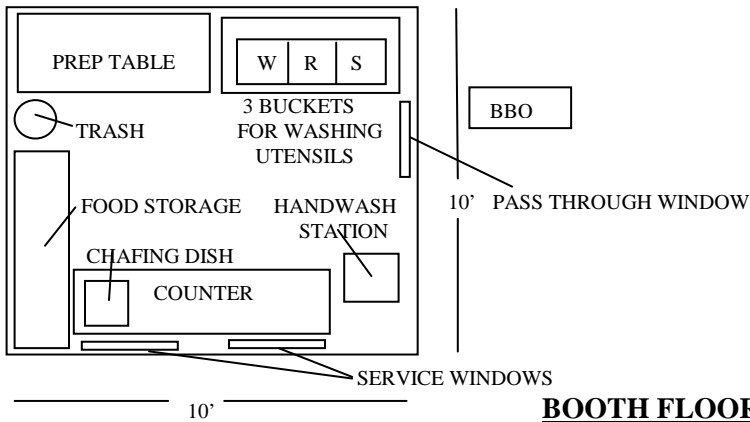
NOTE: The only operations not requiring fully enclosed booths are those that sell beverages and ice from an approved bulk dispenser or food items **PREPACKAGED** at an approved facility. These items must be sold in the original packaging with **proper labels**. Any vendors that are distributing **samples** may be required to have a fully **enclosed booth**. Contact this Department if you have any questions.

1. Is your booth fully enclosed from floor to ceiling? Yes _____ No _____
2. Service openings are no larger than 216 square inches (18" X 12") and are at least 18" apart? Yes _____ No _____
3. Tarp on the ground? Yes _____ No _____
4. Name of facility, name of operator, city, state, and zip code clearly visible to patrons? Yes _____ No _____

BOOTH DRAWING:

In the space below, provide a drawing of your booth. Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink (containers), food and paper product storage, garbage containers, and customer service areas (see example below). **The only items that are allowed outside the booth are an open air BBQ and a cooler for storage of raw meat at the grill.** All other cooking equipment and washing facilities shall be inside the booth.

EXAMPLE:



NOTE: If cooking equipment will be used inside of booth, contact the local Fire Department for booth requirements. You may be required to have a fire extinguisher, certified flame-resistant materials and/or a portable fire suppression system in your booth.

BOOTH FLOOR PLAN



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TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST

Please **do not return** this checklist to Resource Management with your application.

***This checklist shall be completed and POSTED INSIDE THE BOOTH during operation. ***

		CHECK LIST REQUIREMENTS	COMPLIES		
1		FOOD SOURCE AND TEMPERATURE	YES	NO	N/A
	A	Source: All food shall be obtained from a permitted commercial or retail food establishment (store or restaurant). Food stored or prepared at home or other unapproved location is prohibited.			
	B	Preparation: All food shall be stored and prepared at a permitted food establishment or within the permitted temporary food booth. Food stored or prepared at home or other unapproved location is prohibited.			
	C	Thawing: Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.			
	D	Holding Temperatures: Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 45°F or below. Frozen food cannot be used to chill other products. If using an ice chest, ice must be used in sufficient quantity to maintain proper food temperatures (45°F or less).			
	E	Cooking Temperatures: Food shall be cooked to the minimum internal temperatures specified below: *165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry. *155°F for 15 seconds for ground fish and ground meat (hamburgers) *145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat			
	F	Reheating for Hot Holding: Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.			
	G	Thermometer: A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.			
2		PERSONNEL			
	A	Health: All employees are healthy. Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing. Employees experiencing vomiting and/or diarrhea must be excluded from food related activities. Permit holder requires food employees to report illnesses as required			
	B	Handwashing: Handwashing facilities shall be provided inside the booth (adequate potable warm water in a container with a spigot, with catch bucket for wastewater, soap and paper towels).			
	C	Hygiene: Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints.			
	D	Food Preparation: Avoid bare hand contact with food. Whenever possible use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Change gloves often and wash hands in between changing gloves.			
3		FOOD AND UTENSIL STORAGE AND HANDLING			
	A	Hot and Cold Storage: Necessary equipment and supplies to maintain proper food temperatures, 45°F or less for cold foods, 135°F or above for hot foods (i.e. sufficient ice, a means of obtaining ice throughout operation, sufficient heating fuel).			
	B	Storage: All food and equipment (except BBQs) shall be stored inside the booth and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).			
	C	Food Storage During Multiple Day Events: During periods of inoperation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment. Location: _____			

CHECK LIST REQUIREMENTS		YES	NO	N/A
D	Customer Self-Service: Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.			
E	Food Display: All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner (see Sampling Guidelines).			
F	Utensil Storage: In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.			
G	Cross Contamination: Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. This includes separation of foods on the cooking unit (such as beef and chicken on the BBQ).			
4	CLEANING			
A	Warewashing: Provide either a bucket system (Appendix A) or a three-compartment sink with potable running water for warewashing. Sanitizing shall occur in the final step of the cleaning process with a solution of proper concentration (bleach solution at 100 ppm chlorine, or quaternary ammonium at 200 ppm).			
B	Wiping Cloths: Wiping cloths shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration (see concentration of warewashing above) between uses.			
5	WATER SUPPLY AND WASTEWATER DISPOSAL			
A	Water: An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, handwashing and drinking. At least 20 gallons per booth per day for utensil and handwashing are required. Potable water includes bottled water, and water from an approved public water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).			
B	Wastewater Disposal: Wastewater will be disposed of in an approved wastewater disposal system (e.g., in a sink or toilet) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.			
6	PREMISES			
A	Garbage: Leakproof and insect-proof garbage containers with plastic garbage bags shall be provided.			
B	Waste Grease: Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.			
C	Lighting: Adequate lighting shall be provided.			
7	FOOD BOOTH			
A	Tables, Counters and Shelves: Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.			
B	Enclosure: Booth shall consist of four complete sides and a top (plywood, canvas, plastic or fine mesh fly screen) and shall enclose all food and equipment. Note: Local Fire Dept may require proof of fire retardant materials.			
C	Identification: Facility name, operator name, city, state and zip code shall be posted in a location clearly visible to patrons.			
D	Floor: Cleanable floor surfaces (tarp or other cleanable material) shall be provided.			
E	Access Doors and Pass-thru Windows: Tight-fitting closures for access doors openings are required. Pass-thru windows are closeable and not larger than 18" X 12".			
F	Fire Safety: Check with local Fire Department regarding necessary fire extinguishers and fire codes related to food booths.			
G	Provisions for Wind: Weights to hold booth in place in high winds may be needed.			

NOTE: This list may not include all the necessary equipment you will need for your individual operation. Please contact the Environmental Health Division at (707) 784-6765 for questions on equipment requirements.

I have provided all of the above for the operation of my food booth. I understand that failure to provide all to the above items may result in immediate closure of my booth. I understand that I must post this completed checklist inside my booth.

Signed: _____

Date: _____



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Temporary Food Facility Operating Requirements

Please read this guideline carefully. These requirements have been established to be consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. Food booths are required to comply with all of the requirements of this guideline. Failure to comply may result in closure of your booth and/or a citation to appear at an administrative hearing.

I. Temporary Food Booth Operating Requirements:

Temporary Food Booths must operate in conjunction with a single, weekly, or monthly **community event**.

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. A community event does not include a swap meet, flea market, seasonal sporting event, grand opening celebration, anniversary celebration, certified farmers market, or similar function.

II. Food Handling - Sanitary Requirements:

A. Food Preparation

1. All food handling and preparation shall take place **within** a food booth unless approval of a different preparation site has been obtained from the Environmental Health Division (e.g. restaurants, delicatessens, permitted church or school kitchens).
2. **Food prepared or stored at home is prohibited from use.** Food found to have been prepared at home and sold in conjunction with the booth operation is required to be voluntarily condemned by the operator, and the booth may be subject to closure.
3. Open flame BBQs used for open flame cooking only, are allowed outside of the booth. No other equipment is allowed outside of the booth for cooking (e.g. grills, griddles, deep fat fryers). BBQs shall be separated from public access by using ropes or other approved methods to prevent contamination of food and injury to the public.
4. Deep fat fryers, grills, griddles, etc., may require separate screened areas in accordance with local fire codes.
5. Food preparation surfaces must be smooth, easily cleanable and nonabsorbent (commercial cutting boards are required).

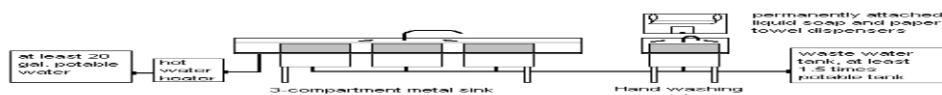
B. Temperature Control - Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. Provide a metal probe thermometer that is capable of registering 0°F -220°F to check temperatures.

1. **Cold Foods** – Maintain a temperature of 45°F or below for up to 12 hours in any 24-hour period. Foods that are held greater than 12 hours shall be maintained at 41°F or below. A refrigerator or an ice chest may be used to store potentially hazardous foods provided that ice is adequately supplied and distributed to ensure proper temperatures. Thermometers are required inside all refrigeration units. **Frozen food cannot serve as its own refrigerant.** At the end of the operating day, cold perishable food shall be placed in mechanical refrigeration units that maintain the food at or below 41°F or the food shall be destroyed in a manner approved by the local enforcement agency.
2. **Hot foods** - Maintain food temperatures of 135°F or above. At the end of the operating day, food that has been held at or above 135°F shall be destroyed.
3. Food in transit must be protected from contamination and must meet the temperature requirements noted above.
4. Frozen food shall be defrosted in one of the following ways only:
 - (a) In a microwave
 - (b) Under running water for no more than two hours
 - (c) In a refrigeration unit
 - (d) As part of the cooking process.

NOTE: Sufficient equipment necessary to cook and maintain required temperatures for all perishable food shall be provided (e.g. steam tables, chafing dishes, refrigerators, coolers). The equipment shall be approvable; **residential equipment will not be approved.**

C. Utensil Washing Facilities

The figure below illustrates a sample dishwashing/sanitizing and hand washing equipment set-up.



Booths with food preparation require a stainless steel utensil-washing sink with at least three compartments with two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink. The sink shall be provided with hot and cold running water from a mixing valve. The sink shall be located **within** each temporary food facility. ***Subject to availability. For alternatives, see Appendix A.***

2. Shared utensil washing facilities provided by the coordinator may be allowed, however, the bucket system (shown in appendix A) will still be required within each booth.
3. Cleaning cloths and/or sponges used to wipe counters, cutting boards, and other surfaces that may directly or indirectly contact food shall be held in a sanitizing solution when not in use, and may be used repeatedly. The proper concentration of the sanitizing solution shall be 100 ppm available chlorine (approximately one tablespoon bleach per gallon of water), or 200 ppm quaternary ammonium.

D. Hand Washing Facilities - Hand washing facilities, separate from the utensil-washing sink, shall be provided. The hand washing facilities shall be located **within** each temporary food facility. The hand washing facility shall be equipped with warm (of at least 100 °F but not greater than 108°F) running water. Hand washing cleanser and single-use sanitary towels shall be provided in dispensers at each hand washing facility. Hand soap may be provided in a pump- style bottle. Liquid dish detergent is not acceptable for hand washing purposes. *See Appendix A.*

E. Water

1. An adequate supply of potable (drinkable) hot and cold water shall be provided for utensil washing, hand washing, and janitorial purposes. Hot water of at least 120°F must be supplied. The potable water supply shall be from an approved source and be protected with a backflow or back siphonage protection device, as required by applicable plumbing codes.
2. In addition to the water needed for food preparation and dispensing, at least 20 gallons of potable warm water shall be provided per temporary food facility per day of operation for utensil washing and hand washing.
3. The inlet to a potable water tank shall be provided with a connection of a size and type that will prevent its use for any other service, and shall be constructed so that backflow and other contamination of the water supply is prevented. Hoses used to fill potable water tanks shall be made of food grade materials (not garden hoses) and handled in a sanitary manner.

F. Wastewater

1. Ice melt and other liquid wastes, including waste from beverage dispensing units, must be contained in or drained into an approved leakproof container. The liquid waste tanks shall have a minimum capacity that is 50 percent greater than the potable water tanks.
2. Liquid waste must be disposed of into an approved sewage system or holding tank and **shall not** be discharged onto the ground or into a storm drain. **The event organizer shall supply you with a location for liquid waste disposal.**

G. Food Handlers

1. Food handlers must be in good health. Permit holder shall require food employees to report illnesses as required.
2. Food handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities and at other times as necessary to prevent food contamination and especially after visiting the restroom.
3. Clean aprons or outer garments must be worn and hair must be restrained.
4. Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs or disposable plastic gloves or single use tissue when handling food. Bare hand contact shall be minimized.

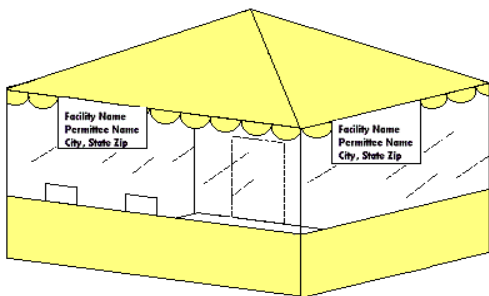
5. Food Booths that handle/serve unpackaged food shall have an owner or person in charge (PIC) present who can demonstrate adequate knowledge of food safety principles as they relate to their operation.
- H. Ice** - Ice used for refrigeration cannot be used for consumption. Ice used for consumption must be protected from contamination.
- I. Condiments** – Self-service condiment containers shall be the pump type, squeeze containers, or have self-closing covers or lids for content protection. Single service packets are recommended.
- J. Toilet Facilities**
1. At least one toilet facility for each 15 booth employees shall be provided with 200 feet of each temporary food facility.
 2. Each toilet facility shall be provided with approved hand washing facilities. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility.
- K. Smoking** - Smoking is prohibited in food booths.
- L. Storage/Service**
1. All food, beverage, utensils, and equipment shall be stored, displayed and served so as to be protected from contamination and shall be stored at least six inches off the floor.
 2. During periods of inoperation, food shall be stored in one of the following methods:
 - (a) Within a fully enclosed food booth
 - (b) In lockable food storage compartment meeting both of the following conditions:
 - (1) The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
 - (2) The storage compartment has been approved by this Department.
 - (c) Within a permitted food facility or other facility approved by this Department
 3. An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.
- M. Garbage and Refuse**
1. Garbage and refuse must be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended in each booth.
 2. The Environmental Health Division must approve arrangements for cleanup and final disposal of all solid waste.
- N. Animals** - Live animals, birds, or fowl are not permitted within 20 feet of temporary food facilities.
- O. Lighting** - Adequate shatterproof lighting shall be provided.

- P. Open-Air BBQ Facilities** - Open-Air BBQ facilities may be operated in conjunction with a permitted, fully enclosed booth. The BBQ must be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). **The BBQ may not be used for cooking foods, warming foods or maintaining food temperatures in pots, skillets or other containers.** All other food preparation and storage and equipment storage shall be kept inside the **fully enclosed** booth.

NOTE: Flat grills, gas powered heating/warming units, or electrical grills are not allowed for food preparation outside the booth.

- III. Food Booths:** Except as provided below, the booth must be **entirely enclosed** with four complete sides, a top and cleanable floor. **A waterproof, cleanable tarp or other approved material is required for floor surfaces in booths handling unpackaged or open food.**

1. Booths that handle unpackaged food must use a waterproof cleanable tarp or similar material for floor surfaces.
2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment or when necessary for ventilation purposes.
3. Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.
4. Food operations that have adjoining BBQ facilities shall have a pass through window or door at the rear or side of booth.
5. **All food and equipment shall be stored inside the fully enclosed booth** with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. When open flame or heat producing equipment is used, fire/heat retardant materials (screening) shall be used.



NOTE: The only operations not requiring fully enclosed booths are those which sell beverages from approved dispensers or food items **prepackaged** by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging. Food preparation such as blending, cutting, popping, combining ingredients or mixing requires a fully enclosed booth. Vendors that distribute samples may be required to have a fully enclosed booth.

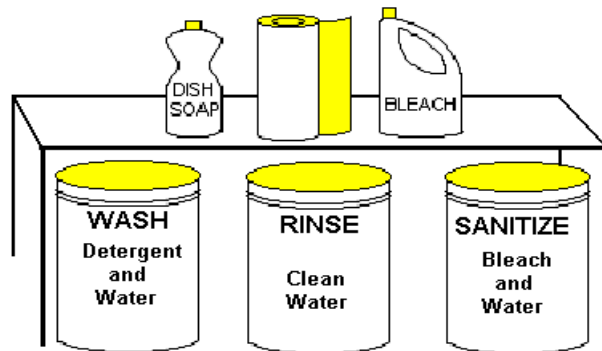
6. Signage that includes the **facility name, operator name, city, state, and zip code of the business** shall be legible and clearly visible to patrons. The facility name shall be in letters at least 8 centimeters (3 inches) high, and shall be of a color contrasting with the temporary food facility. Letters and numbers for the city, state, zip code and the name of the permittee shall not be less than 2.5 centimeters (1 inch) in height.

APPENDIX A

The following sections correspond to sections C, D and E of the Guideline. With **prior approval by this Department**, the following alternatives may be allowed for temporary food booths if the required equipment is not available.

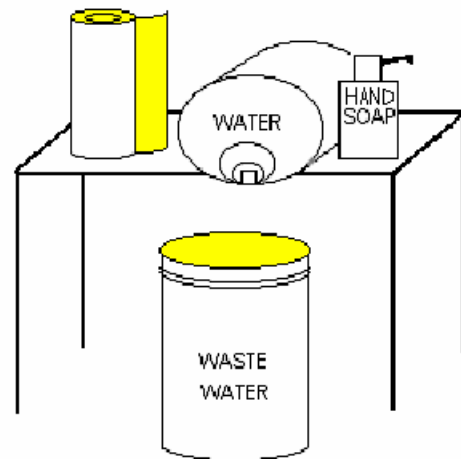
C. Utensil Washing Setup:

Booths with food preparation require three clean five-gallon containers for cleaning of equipment and utensils. A fourth may be required for general cleaning purposes. One container shall contain soapy water (**wash**), the second clean water (**rinse**) and the third a bleach/water solution (**sanitize**): one tablespoon of household bleach per gallon of water.



D. Hand washing facilities: Provide a clean five-gallon container with **warm water** (at least 100°F), a dispensing valve (spigot), which will leave hands free for washing. Provide a waste-water container, hand soap and paper towels in dispensers.

Additional Facilities: Additional and separate facilities may be required for the washing of food, fruits, and vegetables with potable water prior to preparation.



E. Wiping Cloths/Towels: All in-use wiping cloths shall be held in sanitizing solution between uses.

F. Water: A minimum of 20 gallons (30 gallons for facilities preparing food and washing utensils) of potable warm water shall be provided for utensil washing and hand washing. The water supply shall be from a source approved by the enforcement agency.