



TO ALL EVENT ORGANIZERS AND COORDINATORS

ALL application forms and fees must be submitted together by the Event Coordinator to the Department of Environmental Health at least 2 weeks prior to the event in person or by mail. Applications received within 1 week of the event start date may not be accepted. We DO NOT accept applications via fax or email.

Current Environmental Health Permit Fees

(Note: listed fees are valid from 07/01/10 through 06/30/11 only; fees may increase on 07/01/11):

	Applications and fees received at least 2 weeks before event	Late submittals less than 2 weeks before event (25% late penalty)
For Profit Booth	\$184.00	\$230.00
Non-Profit Booth or Sampling Only	\$ 67.00	\$ 83.75
*For Profit Cart	\$ 63.00	\$ 78.75
*Non-Profit Cart	\$ 56.00	\$ 70.00
Coordinator/Organizer (for 2+ booths)	\$ 60.00	\$ 75.00

*Cart fees are payable if the cart does not have a valid permit in the County of Santa Clara

Submitting Applications:

1. **ALL EVENTS must submit the Event Organizer/Coordinator Application to Operate a Temporary Event.**
 - If you will have **two or more** temporary food or beverage facilities, you must pay the \$60 Coordinator permit fee.
2. Visit our website for temporary event information, applications and documents.
www.ehinfo.org > Consumer Protection Division > Temporary Events
3. Identify and confirm each temporary food or beverage facility participating in your event.
4. Distribute all required forms and handouts to each participating temporary food facility.
 - Permits must be obtained for operations that only distribute food/beverage samples and for operations that distribute food/beverages free of charge.
 - Permits must be obtained for operations distributing only pre-packaged food/beverages.
 - Applications must be obtained for food carts/vehicles permitted in Santa Clara County and for Annual Temporary Event Permit holders in Santa Clara County. However, no permit fees are due for these operators.
5. Collect all temporary food facility applications along with the appropriate fees.
6. Ensure that all forms are **legible and complete** prior to submittal.
7. Submit a site plan showing locations of food booths, toilet facilities, liquid waste disposal locations, etc.
8. Submit your event packet (applications, forms, site plan and payment) at least 2 weeks before your event to:

Department of Environmental Health
 1555 Berger Drive, Suite 300
 San Jose, CA. 95112-2716
 Attn: Temporary Events

Temporary Event Program Staff:

Christy Kaufman, program senior: (408) 918-3478 or christy.kaufman@deh.sccgov.org. Available Tuesday-Friday

Ed Abramowitz, administrative support: (408) 918-3421 or ed.abramowitz@deh.sccgov.org. Available Monday-Friday

If you are a non-profit organization organizing a public event and 100% of the food items for your event are donated by licensed food facilities, your event may be considered for a regulatory exemption under the California Retail Food Code (also referred to as a Craven Act Exemption). Contact program staff or our website for more information.



EVENT ORGANIZER / COORDINATOR APPLICATION TO OPERATE A TEMPORARY EVENT

For applications and information, go to www.ehinfo.org > Consumer Protection Division > Temporary Events or visit our office.

Event Packet Checklist:

- Event Organizer/Coordinator application.
- Temporary Food Facility applications for all food/beverage operations.
- Additional documentation, if applicable.
- Site plan showing proposed locations of all temporary food facilities, including restrooms, garbage and wastewater disposal, etc.
- Payment for all applicable permit fees. We are unable to accept credit cards.
- Event Organizer/Coordinator to submit event packet to this department at least 2 weeks before the event.
 Applications received within 1 week of the event start date may be rejected.

ORGANIZER INFORMATION		EVENT INFORMATION	
Organizer/Coordinator DBA		Event Name	
Mailing Address		Location	
City / Zip Code		Address	
Coordinator #: FA <i>(Your coordinator # will appear on your permit. Refer to it for future application submittals.)</i>		City	
Chief Executive Organizer or Event Chairperson		Food service Date(s)	Food service Time(s)
Phone #	Cell Phone #	Food service Date(s)	Food service Time(s)
Food Booth Coordinator (if different from above)		Food service Date(s)	Food service Time(s)
Phone #	Cell Phone #	Total # of Temporary Food Permits Requested	
Email address (permits emailed)			

AS THE EVENT COORDINATOR, WE WILL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING FOR FOOD VENDORS: check all that apply

<input type="checkbox"/> Food Booths: Booth Rental Company: _____ * At minimum, a cleanable floor surface and overhead protection is required for all food/beverage operations. If open foods are handled, the booth must be fully enclosed with side walls. * Check with local Fire Dept. regarding approved food booth materials.	Waste Disposal: Notify all vendors where they can dispose of their wastes. <input type="checkbox"/> Provide garbage and trash dumpsters. <input type="checkbox"/> Provide liquid waste containers. <input type="checkbox"/> Existing janitorial sink available for liquid waste disposal. <input type="checkbox"/> Provide grease waste containers. <input type="checkbox"/> Provide metal waste containers for spent charcoal
Employee Restrooms: Provide at least 1 toilet facility per 15 food employees within 200 feet of every food booth. Each toilet facility/structure shall be provided with hand washing facilities. <input type="checkbox"/> Provide portable toilet facilities and hand washing facilities (adjacent to toilet facilities) <input type="checkbox"/> Existing restroom structures available. Number of toilets provided for employees: _____	Potable Water: <input type="checkbox"/> City Municipal Water (no Reclaimed water). * Water hose shall be of food grade material - no garden hoses. <input type="checkbox"/> Commercially purchased bottled water. <input type="checkbox"/> Well water - submit bacteriological water test for E. Coli, dated within 3 months of the event. <input type="checkbox"/> Commercial ice
<input type="checkbox"/> Event Coordinator will notify all Temporary Food Facilities which services will not be provided for them at the Event.	Facilities available for common use (upon approval by this Department): <input type="checkbox"/> Refrigeration <input type="checkbox"/> Storage <input type="checkbox"/> Warewashing <input type="checkbox"/> Other

Administrative Responsibilities for ALL Coordinators:

- * Distribute permits to all vendors and ensure they are posted.
- * Provide Temporary Event Requirements and Checklists to first-time operators. Ensure all vendors adhere to Temporary Event requirements.
- * Event Coordinator or Representative available onsite to conduct a walk-thru inspection with DEH Specialist the day of the event.

The undersigned hereby applies for a Permit to Operate (except events with only one food operation) and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. Additionally, the undersigned is aware that non-compliance may result in closure of temporary food facilities. Re-inspections may be subject to additional fees.

Payment of applicable fees to secure valid permits is required before commencing or continuing operations. Failure to do so may result in a misdemeanor citation, permit suspension/revocation proceeding, and/or closure.

Applicant Signature _____ Print Name _____ Date _____