



Organizer Packet

Community Event, Charitable Fundraiser, or Farmer's Market

A. Introduction

Community events provide fun and educational activities, giving communities their special character, and stimulating the local economy.

Our office supports these events by helping the Organizers and Vendors assure that the food served is wholesome and safe. This packet is specially designed for the Organizers of these valuable community events.



B. Permits and Fees

Organizer Fees (per location)

2-5 Vendors ----- \$52

6-10 Vendors ---- \$210

More than 10 ---- \$314

Farmer's Market - \$52

Notes: 1) Only count for-profit Vendors when calculating fees; 2) Farmer's Market Organizer pays Farmer's Market fee plus Organizer fee for Vendors outside of Market.

A permit and fee are required for both the event Organizer and for each Vendor. Organizer fees are calculated on the basis of the number of participating for-profit Vendors. Vendor permits may be issued annually for multiple events provided their operation is identical for all events. Non-profit Vendors are required to obtain permits, but are not charged Vendor fees.

C. Permitting Process

- Complete each section in this application packet;
- Distribute Vendor Packets to all participating vendors as needed and instruct them to return their completed applications and fees, if applicable, two weeks prior to the event;
- Return your Organizer application and fee, **at least 2 weeks in advance of the event.**

All food served at Community Events must be prepared on-site at the event or in a commercial or semi-commercial kitchen (such as restaurants, churches, senior citizen centers, grange halls, etc.). **EXCEPTION:** Non-profit charitable organizations may prepare non-potentially hazardous foods in private homes.

We do not require that the semi-commercial facilities be permitted by our office.

Unless otherwise approved by our office, potentially hazardous foods should not be cooked ahead of time, cooled, and then reheated prior to service because of the increased potential for foodborne illness.

Please refer to// our [Temporary Food Facility Resource Guide](#) for additional information about potentially hazardous food and our requirements at Community Events, or contact us at (530) 538-7281. Our mailing and street address is 202 Mira Loma Drive, Oroville, CA 95965.



Amount: _____
Date Paid: _____
Check #: _____
Receipt No. _____

Part One: Contact Information

Event Name

Organization Name/Contact Name

Event Location

Coordinator Mailing Address

Starting Date

Ending Date

City State Zip

Hours of Operation

Contact Telephone

Email Address

Part Two: Type of Event

<input type="checkbox"/> Farmers Market	<input type="checkbox"/> Community Event
<input type="checkbox"/> Non-profit fundraiser with no For-Profit Vendors	

Part Three: List of Participating Vendors

Vendor # (Show on Site Plan)	Concession Name	Contact Person	Contact Telephone



Contact Butte County Environmental Health at (530) 538-7281 any time for more information and explanation.

Part Four: Planning Checklist

Yes No N/A
↓ ↓ ↓

A: Basic Requirements

All vendors need to meet these requirements.

If vendors are only serving prepackaged, non-potentially hazardous food, they do not need to comply with Parts B-D of the checklist.

- Approved source: All food to be purchased from a permitted retail/wholesale facility
- No preparation of food in private home; all food to be prepared on-site at the event or in a commercial or semi-commercial kitchen such as restaurants, churches, senior citizen centers, grange halls, etc. (**EXCEPTION: Charitable Non-Profit Vendors may prepare non-potentially hazardous foods in private homes up to 4 times a year for events lasting 3 days or less.**)
- All foods stored off the floor a minimum of 6 inches and no food stored outside of booth
- Adequate trash and garbage disposal receptacles will be available in booth
- At least one toilet facility and a hand washing facility for each 15 employees within 200 ft of food prep and service area
- No pets or smoking allowed in food preparation, utensil washing, or food service/dining area

B: Protection of Food from Contamination

Vendors serving any **unwrapped food** prior to sale need to meet these requirements.

If vendors are only serving non-potentially hazardous food, you do not need to comply with Parts C-D of the checklist.

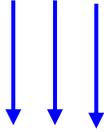
- All food contact surfaces need to be smooth, easily cleanable, and non-absorbent
- Fully enclosed food preparation/handling area (**NOT REQUIRED** for Charitable Non-Profit Vendors) 
- Cooked foods and produce stored and handled separately from raw beef, pork, fish, and poultry 
- Hand washing facilities need to be provided within booth and used prior to bare hand contact with food 
- All non-packaged food will be covered or otherwise protected from contamination and condiments served from approved dispensing units
- Ice will be from an approved source, kept free from contamination, served with ice scoop with handle, and stored separate from ice used for cooling purposes
- Approved facilities available to wash, rinse, and sanitize utensils; wastewater from sinks and other equipment will be disposed in the sanitary sewer and not into storm drain 



= Additional information regarding this requirement in Temporary Food Facility Resource Guide

Part Four: Planning Checklist

Yes No N/A



C: Temperature Control

Vendors serving **potentially hazardous food**, regardless of the packaging, need to comply with this portion of the checklist.

See description of potentially hazardous foods in the *Temporary Food Facility Resource Guide*.

- No potentially hazardous food offered to the public that has been prepared or stored in a private home. If potentially hazardous food has been prepared off-site, it must be at a commercial or semi-commercial kitchen such as a restaurant, church, grange, veteran's hall, senior citizen center, etc.**
- Potentially hazardous food not cooked in advance, cooled, and then reheated prior to service without advance consultation with Environmental Health staff
- Potentially hazardous food will be cooked to the proper temperature 
- Potentially hazardous food will be: (a) Held hot at or above 135⁰ F **or** (b) Held cold at or below 45⁰ F
- Potentially hazardous food held hot at or above 135⁰ F **or** cold at or below 45⁰ F will not be re-served the following operating day. **EXCEPTIONS:** (a) Potentially hazardous food held at or below 41⁰ F during the operating day by mechanical refrigeration may be re-served the following day if held overnight at or below 41⁰ F or (b) Potentially hazardous food held continuously frozen may be re-served the following operating day
- Thermometers provided to monitor potentially hazardous food refrigeration temperature and metal stem thermometer provided to measure potentially hazardous food cooking and hot holding temperature
- Frozen potentially hazardous foods properly thawed (no thawing at ambient air temperature)
- Outdoor BBQ, if used, maintained: (a) adjacent to booth, (b) free from dust, (c) roped off from public

D: Protection of Transported Food

Vendors preparing potentially hazardous food **off-site** need to complete this portion of checklist.

Only vendors who are preparing potentially hazardous food off site need to complete this portion of the checklist.

- Food prepared in a commercial or semi-commercial kitchen (**Note: These are facilities such as restaurants, churches, granges, veteran's halls, senior citizen centers, etc.**)
- Food will be transported and stored in tightly covered, washable containers
- Transport containers, if used, will be adequately insulated to maintain potentially hazardous food either: (a) hot, at or above 135⁰ F, or (b) cold, at or below 41⁰ F during transport



= Additional information regarding this requirement in Temporary Food Facility Resource Guide



Part Five: Event Site Plan

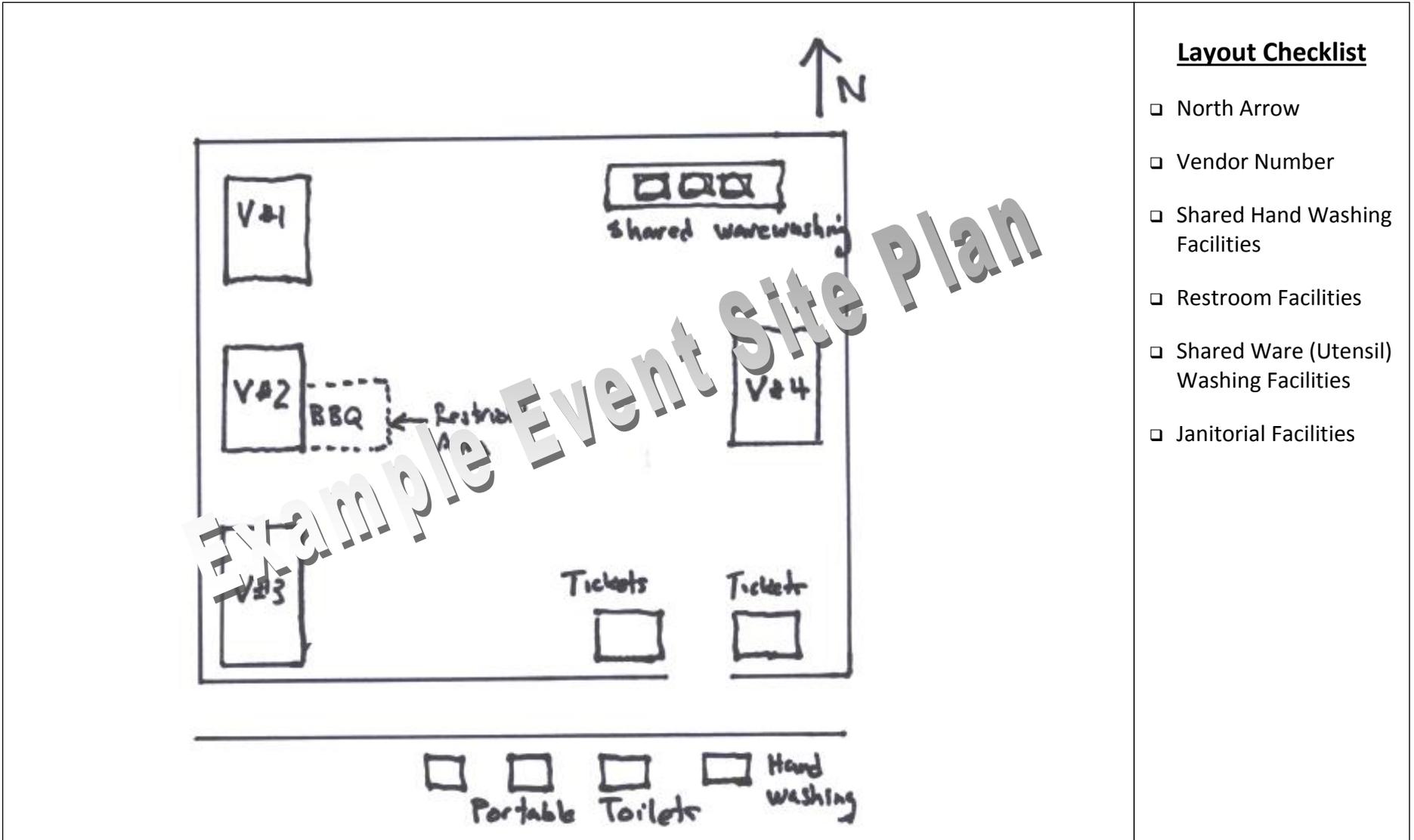
	<p><u>Layout Checklist</u></p> <ul style="list-style-type: none"><input type="checkbox"/> North Arrow<input type="checkbox"/> Vendor Number<input type="checkbox"/> Shared Hand Washing Facilities<input type="checkbox"/> Restroom Facilities<input type="checkbox"/> Shared Ware (Utensil) Washing Facilities<input type="checkbox"/> Janitorial Facilities
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I certify that I am familiar with these requirements and agree to operate in a manner consistent with those requirements.

Applicant's Signature

Date

Example of Event Site Plan



The diagram is a hand-drawn site plan for an event. It features a large rectangular area representing the event site. At the top center, there is a North Arrow pointing upwards, labeled 'N'. Inside the site area, there are four vendor zones labeled 'V#1', 'V#2', 'V#3', and 'V#4'. 'V#1' is in the top left, 'V#2' is in the middle left, 'V#3' is in the bottom left, and 'V#4' is in the middle right. A 'BBQ' area is indicated by a dashed box between 'V#2' and 'V#4'. A 'Restroom' is located between 'V#2' and 'V#4' with an arrow pointing towards 'V#2'. At the top right, there is a 'Shared warewashing' area with three small squares representing sinks. At the bottom center, there are two 'Tickets' booths, each represented by a square. Below the main site area, there is a legend for 'Portable Toilets' (three squares) and 'Hand washing' (one square). To the right of the diagram is a 'Layout Checklist' with five items, each preceded by a checkbox.

Layout Checklist

- North Arrow
- Vendor Number
- Shared Hand Washing Facilities
- Restroom Facilities
- Shared Ware (Utensil) Washing Facilities
- Janitorial Facilities

I certify that I am familiar with these requirements and agree to operate in a manner consistent with those requirements.

Carol Coordinator

3/14/11

Applicant's Signature

Date