



County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Environmental Health Division

292 West Beamer Street, Woodland, CA 95695
PHONE - (530) 666-8646 FAX - (530) 669-1448

Community Event Organizers Guidelines

California Retail Food Code §114314 requires that community event organizers obtain a health permit for each community event where food or beverages are sold. Under this health permit, the event organizer will be responsible for providing and maintaining shared facilities such as restrooms, hand washing stations, first aid, common utensil sinks or other features as required.

To apply for the health permit, the organizer must submit the following items to Yolo County Environmental Health (YCEH) **at least 2 weeks prior to the event:**

1. A completed Community Event Organizer Permit application for the event.
2. A plan showing individual food booth locations. Include booths where any **edible** items will be sold. Also indicate on this plan the location and number of restrooms and associated hand washing facilities that will be provided. There must be at least one toilet for every 15 food workers.
3. A list of food booth participants that includes the name of the business or organization, contact person, phone number, and the location of the booth.
4. Provide the event schedule including the dates and times of booth set-up, official opening and closing time of the event.

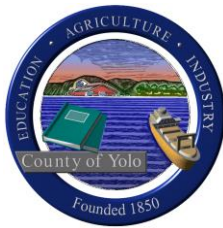
The organizer's health permit will be issued with the following conditions:

1. The organizer will ensure that each booth will have a valid temporary food facility or mobile food facility health permit prior to the day of the event. Note: Health permits for food facility establishments are not valid for a community event.
2. The organizer will ensure that all common facilities required by Environmental Health such as restrooms, hand washing facilities, utensil washing units, etc., have been set-up and that these facilities will be properly maintained throughout the event.
3. The organizer will complete the Event Organizer Checklist and submit it to the inspecting Environmental Health Specialist at the beginning of the inspection.

Failure to obtain required health permits prior to operation can result in penalties or other legal actions. Contact YCEH for the current fee.

Non-profit organizations and veterans can apply for a fee waiver for event organizer and temporary food facility permits. The Affidavit for Exemption form must be submitted along with proof of non-profit status such as a letter from the IRS with recognition of exemption under section 501(c) (3, 4, 6 or 7).

Individual food booth operators can obtain a Temporary Food Facility Permit application packet by contacting YCEH at (530) 666-8646 or visiting our website at www.yolocounty.org.



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April Meneghetti, REHS
Environmental Health Division Manager

Office use only

Date Received	
Approved By	
Fee Received	\$
Receipt #	
Facility ID	

COMMUNITY EVENT ORGANIZER PERMIT APPLICATION

This form must be submitted two weeks prior to the event

The fee for the Event Organizer Health Permit is based on the number of food booths to be present at the event. Contact YCEH at 530-666-8646 for the current fee.

California Law requires that in addition to the permit issued to each complying temporary food facility, a permit shall be obtained by the person or organization responsible for facilities or equipment that are shared by **two or more** temporary food facilities operating at a community event.

Name of Event: _____

Location of Event: _____

Date of Operation: _____ thru _____ Start and End Time: _____

Organizer's Name: _____ Address: _____

Daytime Phone: _____ City & Zip: _____

Email: _____ Number of Food Booths: _____

Please submit all applicable fees and necessary information (listed below) at least 14 days prior to the event to avoid late charges.

This application submittal shall include:

- Complete Food Vendors List.** Each food vendor must also submit a separate Yolo County Temporary Food Facility Permit Application and obtain a permit 2 weeks prior to operating.
- A detailed site plan indicating:**
 - Location of the event
 - Proposed locations of all food vendors including: temporary food booths, mobile food facilities (e.g., carts, ice cream trucks), mobile food preparation units (e.g., trailers, trucks), and Certified Farmers Market booths.
 - Source and location of the potable water supply to each facility
 - Location of all garbage receptacles
 - Location of all shared utensil washing, if any, and janitorial facilities
 - Location of wastewater disposal (and used cooking oil disposal, if applicable)
 - Location and number of all toilet and hand washing facilities (must be within 200 feet of the food vendors)
 - Location of First Aid station

Other: _____

I understand that I am responsible for providing and maintaining all shared facilities. I have read and understand the attached special event organizer's guidelines.

Signature of Organizer: _____ Date: _____

