



COUNTY OF YOLO

Department of Community Services

Environmental Health Division
292 W. Beamer Street, Woodland, CA 95695
Phone: (530) 666-8646 Fax: (530) 669-1448

Community Event Organizer Guidelines

California Retail Food Facilities Law Section 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, common utensil sinks or other features as required by the law. The community event permit does not eliminate the required health permit for individual food booths. Each booth operator must still obtain a separate health permit.

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 within 200 ft of each temporary food facility.
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, waste disposal, electrical & water connections, first aid, 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.

Non-profit organizations can apply for a fee waiver for event organizer and temporary food facility permits. Non-profit organizations must complete the Affidavit for Exemption and submit it 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).

If you have any questions, please contact YCEH at (530) 666-8646 or Environmental.Health@yolocounty.org.



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COMMUNITY EVENT ORGANIZER APPLICATION

A community event organizer is a person or organization working in an effective manner with food vendors to ensure food safety. They are responsible for facilities or equipment provided at any community event. California law requires a permit shall be obtained by the organizer when **TWO OR MORE** temporary food or beverage booths are operating at any community event.

Name of Event:		Date of Event:	
Location of Event:		Start time:	End Time:
Organizer's Name:		Address:	
Daytime Phone: ()		Email:	
Onsite Contact Name:		Daytime Phone: ()	

Number of booths: _____ Expected max attendance: _____ Event location: Indoor ___ Outdoor ___
 Number of restrooms: _____ Number of hand-washing stations: _____

Location of waste water disposal: _____

This application submittal shall include:

- Completed & signed application with applicable fees.
- Completed food vendor list (*each food vendor must also submit a separate application to obtain a temporary food permit 14 days prior to event*).
- A detailed site plan.

Please submit all applicable fees and necessary information at least fourteen (14) days prior to the event.

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: _____

Office use only

Date Rec'd:	Fee Paid:	Receipt #:	Facility ID #:	PE #:	PR #:
Approved by Specialist:				Date:	

Event Site Map

(Layout of event shall be shown in the space provided)

	<p>Show locations of the following:</p> <ul style="list-style-type: none">○ North arrow○ Street names○ Proposed location of all vendors○ Location of restroom facility and hand washing○ # of restrooms (restroom and hand washing facilities must be within 200FT of the food vendors)○ Potable water supply○ Electrical supply○ Liquid waste disposal○ Location of garbage receptacles○ Shared ware washing facilities (if applicable)○ Janitorial facility○ Ice supply provided (if applicable)
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COMMUNITY EVENT ORGANIZER CHECKLIST

****DO NOT RETURN WITH APPLICATION****

This checklist is to be completed and handed to the inspector at the beginning of the inspection.

Checklist Requirements*

		YES	NO	N/A
1	Food booths located as indicated on map submitted to YCEH			
2	Each food booth has posted their Yolo County Health Permit			
3	Each food booth has posted the Temporary Food Facility Self-Inspection Checklist			
4	Each food booth has a copy of the Hot Holding Temperature Log for Potentially Hazardous Foods and a probe thermometer for taking temperatures			
5	Each food booth is fully enclosed (as required)			
6	Potable water source is available for all food booths			
7	All restrooms & handwashing areas are maintained and stocked with soap, paper towels, & toilet paper			
8	All garbage containers are maintained			
9	All other shared facilities, such as warewashing sinks locations are maintained			
10	Waste water disposal locations are maintained			
11	No live animals are kept or allowed within 20 feet of any area where food is stored or held for sale (except for service or guide dogs)			
12	First aid location available during event			
13	Each booth has hand washing stations available inside booth.			

**This list may not include all the necessary requirements for the event organizer.*

I have verified all of the above items as per my responsibilities as the event organizer. I understand that I must provide this completed checklist to the inspector at the beginning of the inspection.

Signature: _____ **Date:** _____