



Ventura County Environmental Health Division
 800 S. Victoria Ave., Ventura CA 93009-1730
 TELEPHONE: 805/654-2813 Fax: 805/654-2480
 Internet Web Site Address: www.ventura.org/rma/envhealth

FOR OFFICE USE ONLY	
Rcd By	_____
Date	_____
Amt Rcd	_____
Rcpt #	_____
Check #	_____
FA #	_____
Fee to Record:	_____
(This is the "full" fee)	
Fee Received:	_____
(This is the fee if a waiver or reduction)	

SPECIAL EVENT ORGANIZER APPLICATION

INSTRUCTIONS:

This application is only for special events where food is being distributed to the public.

1. The organizer of the event must complete and submit this application along with all TFF applications and fees at least 2 weeks prior to the start of the event. **NO ORGANIZER AND NO TFF APPLICATIONS ARE ACCEPTED AFTER THE 2-WEEK TIME FRAME.**
2. The organizer schedules an appointment with the EHD Special Event coordinator (*see #5 below*). At that appointment, the organizer submits the following:
 - a. Organizer Application
 - b. TFF Operator Applications
 - c. Fees
 - d. Site Plan
3. **Applications or payments received in the mail from either an organizer or TFF operator will be returned. You must schedule an appointment in advance.**
4. The detailed site plan (*see sample on last page*) should be drawn to scale (for example, 1 inch = 20 feet, 1 inch = 40 feet, 1 inch = 60 feet) and include the following:
 - a. Location of all temporary food facilities (TFFs) and mobile food facilities (MFFs); i.e., food booths, carts, trailers, vehicles.
 - b. Location and number of all toilet and handwashing facilities.
 - c. Location of all trash disposal containers.
 - e. Location and number of 3-compartment sinks.
 - f. Location of potable water source (be specific).
 - g. Location of any animal areas.

5. EHD Special Event Coordinators:

For events located at-	Contact-
a. Ventura, Ojai, Oakview, Oxnard, Port Hueneme, or the Ventura County Fairgrounds	Martha Ramirez 805/654-2647 <i>Email: Martha.Ramirez@Ventura.org</i>
b. Piru, Fillmore, Santa Paula, Camarillo, Moorpark, Newbury Park, Thousand Oaks, Oak Park, Westlake, or Simi Valley	Holly Sinclair 805/654-2431 <i>Email: Holly.Sinclair@Ventura.org</i>

6. If more than 2,000 people may attend the event on any one day, you are advised to contact the recycling coordinator of your jurisdiction. This information may be viewed at:

www.wasteless.org/1_1citylinks.html

PART A: EVENT INFORMATION (continued on page 2)

Name of event:
Location of event:
Dates and times of operation:
*Date and time TFF Operator will be ready for inspection:

*** NOTE: THE TEMPORARY FOOD FACILITY(IES) MUST BE READY FOR INSPECTION BY SCHEDULED TIME. FAILURE TO BE READY BY SCHEDULED TIME MAY RESULT IN DENIAL OF PERMIT.**

PART A: EVENT INFORMATION (continued from page 1)

Organizer's/promoter's name:			
Organizer/promoter mailing street address:			
Organizer/promoter mailing city, state, zip:			
Organizer/promoter's	Area Code/Telephone #	Area Code/Fax #	Area Code/Cell Phone #
Contact Person's Name:			Area Code/Cell Phone #

► I have submitted this application 2 weeks before the event: Yes ___ No ___

Note: Effective July 1, 2010, pursuant to the Board of Supervisors' June 8, 2010 Fee Resolution, "to be eligible for the fee waiver or 50% reduction, the application for the special event must be received by EHD at least 14 days prior to the operation of any food facility at the event that is the subject of the application."

PART B: ORGANIZER FEES AND WAIVERS (Check appropriate items)

Definitions:

TFF-1: Handles unpackaged and/or potentially hazardous foods as defined in Health and Safety Code Section 113871.

TFF-2: Handles only prepackaged, non-potentially hazardous foods.

The fees shown on this page are effective for events occurring after July 1, 2010.

√	Type of TFF	Fee Due
	1. One TFF-1 and/or one TFF-2	\$0.00
	2. 2 to 5 TFF-1 and any number of TFF-2	
	a. 1-Day	\$228.00
	b. 2-Day	\$328.00
	c. 3-Day	\$428.00
	d. 4-Day	\$528.00
	e. 5-Day	\$628.00
	3. 6 or more TFF-1 and any number of TFF-2	
	a. 1-Day	\$365.00
	b. 2-Day	\$464.00
	c. 3-day	\$564.00
	d. 4-day	\$664.00
	e. 5-day	\$764.00
	4. TFF at a Certified Farmers' Market, 1-5 TFF-1 and any number of TFF-2s	\$528.00
	5. TFF at a Certified Farmers' Market, 1-5 TFF-1 and any number of TFF-2s	\$664.00
	6. Full Fee Waiver Fee Amount Waived = \$_____ Requirements to qualify for a full fee waiver: a. The event is sponsored by a non-profit organization. b. Name of person providing food safety oversight: _____ c. This person completed an EHD TFF food safety course on ___ ___ / ___ ___ / ___ ___ <i>Provide a copy of the TFF training certificate, documentation of non-profit status, and complete the declaration on page 5. If oversight is provided by event organizer, check here ____.</i>	
	7. 50% Fee Reduction 50% of Fee Amount = \$_____ Requirements to qualify for a 50% fee reduction: a. Name of person providing food safety oversight: _____ b. This person completed an EHD TFF food safety course on ___ ___ / ___ ___ / ___ ___ <i>Provide a copy of the TFF training certificate and complete the declaration on page 5. If oversight is provided by event organizer, check here ____.</i>	
	8. TFF-2: Handling only pre-packaged, non-potentially hazardous foods	\$0.00
Calculate the total fee due from above (#1, #2, #3, #4, or #5 minus #6 or #7 =)		\$

PART C: LIST ALL PARTICIPATING TFFs (If more than 10, attach a complete listing)

OPERATOR NAME	BUSINESS NAME	STREET ADDRESS, CITY	TELEPHONE #	FAX #	TFF Type: 1 or 2
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

PART D: LIST ALL PARTICIPATING MOBILE FOOD FACILITIES (MFFs); these are vehicles permitted annually in Ventura County. (If more than 5, attach a complete listing)

Note: Since MFFs are permitted separately by EHD, there is no charge for any MFF participating at the event.

OPERATOR NAME BUSINESS NAME ADDRESS PHONE # FAX #

1. _____
2. _____
3. _____
4. _____
5. _____

PART E: TOILET FACILITIES FOR FOOD HANDLERS (must be within 200 feet of TFFs and MFFs)

Number of Toilets _____ Number of Handwashing Facilities _____

PART F: UTENSIL WASHING FACILITIES FOR TFFs

1. Three-compartment sinks with two integral drainboards and overhead protection provided by:

TFF Operator _____ OR Organizer/Promoter _____ # of sinks: _____

2. If provided by the organizer, complete the following:

- a. Type of sanitizer and test strip to be used in the three-compartment sink: _____
- b. Potable water source _____
- c. If self-contained potable water tank: # gallons _____
- d. Waste tank gallons _____ (50% greater than the size of the fresh water tank is required)
- e. If connected directly to a water source, provide a 250-gallon waste tank.

Note: Must use potable water to supply sinks; use of irrigation water is NOT allowed; must use food-grade hoses to supply water to sinks; garden hoses are NOT allowed.

Maintenance schedule _____

Name of waste removal company _____

Address _____

Telephone _____ Fax _____

PART G: TEMPORARY FOOD FACILITIES

Provided by: TFF Operator _____ OR Organizer _____ Size: _____

TFF construction material such as plywood, State Fire Marshall approved canvas, and metal mesh fly screening may be used. TFF shall be fully enclosed. Up to two service openings of 18 inches high by 24 inches wide on one or two sides are allowed. If the TFF will be operating on grass or dirt, the operator must use plywood or similar material for floor surfaces. The openings must be separated by at least 18 inches.

If provided by the organizer, complete the following:

Floor Surface _____

Wall Material _____

Ceiling Material _____

Note: The only operations not requiring enclosed booths are those which sell beverages and ice from an approved bulk dispenser or food items PREPACKAGED by the wholesaler at an approved off-site facility. These items must be sold in the original packaging.

PART H: ELECTRICAL POWER

Is electrical power provided for food equipment at each TFF stand? Yes ___ No ___

If the event is scheduled for more than one day, will the TFF have continuous electricity to power refrigerator(s) overnight? Yes ___ No ___

PART I: ANIMAL AREAS

1. Will there be any animal areas at the event? Yes _____ No _____
2. If YES, specify: Petting zoo _____ Pony rides _____ Other (describe) _____
3. If animal areas will be available at the event, provide handwash facilities equipped with running water, soap, and single-use paper towels in permanently mounted dispensers at the exit to the animal area. Post signage at the handwash facilities directing people exiting to wash their hands.
4. Animal areas must be located at least 20 feet from any TFF and should not be upwind from any TFF or eating area.

PART J: ORGANIZER DECLARATION-To be completed only if you possess a valid EHD TFF Training Certificate

I received a certificate after attending the Ventura County Environmental Health Division's (EHD) TFF food safety course; OR, having attended training in person previously, completed the EHD "online" course. I hereby certify that I will be available at the event. **I understand that I must be present at the time the permit is issued.** I hereby accept responsibility for sharing the food safety knowledge I received at the above course with the TFF operators. Print and sign your name below:

Print First & Last Name: _____

Signature: _____ Date: _____

Complete the following information:

1. EHD food safety course, either class or "online", completed on: _____ - _____ - _____
Month Day Year

2. I will be available at the event which occurs on [date(s)]: _____

3. Event Name: _____

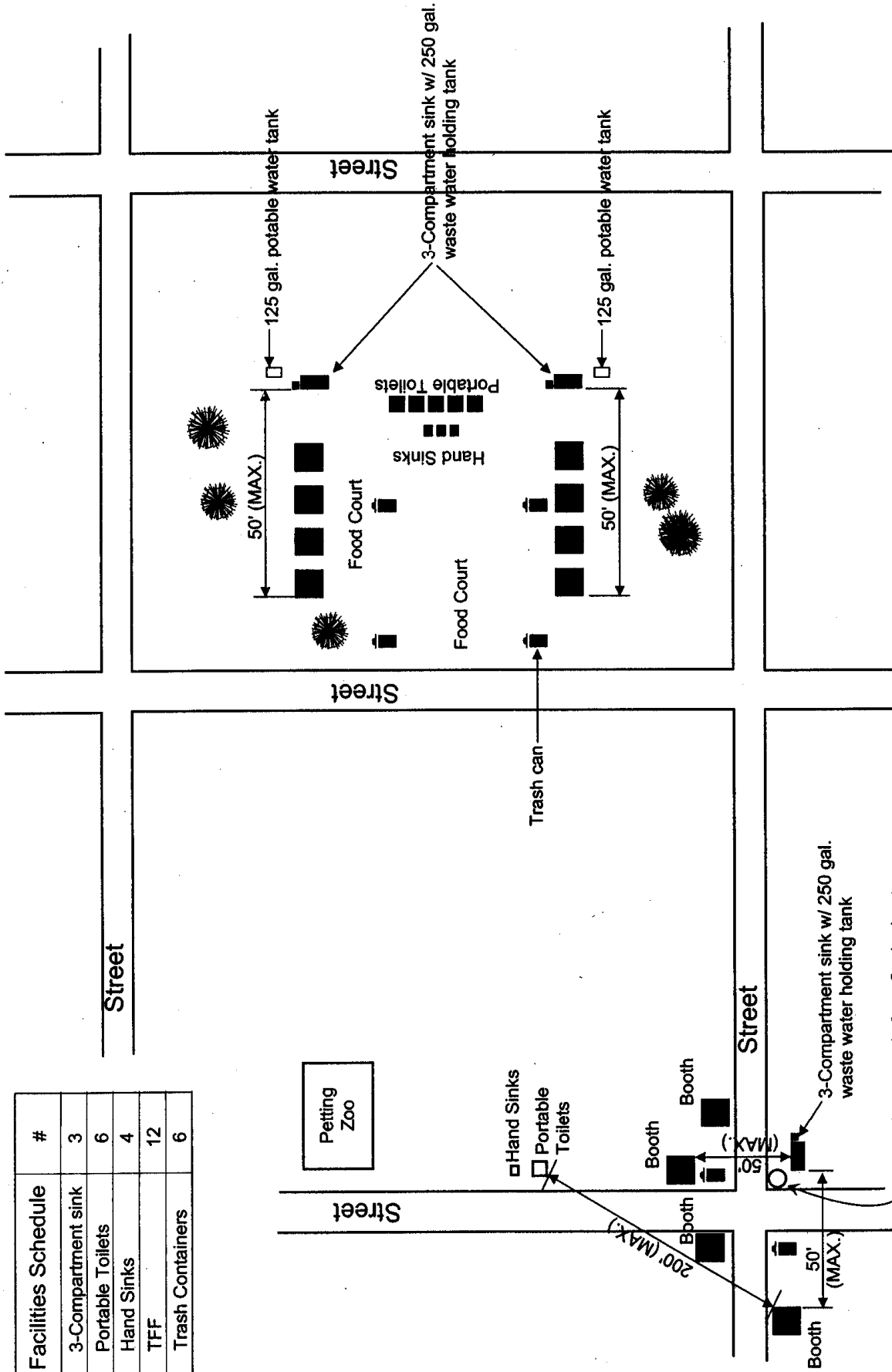
4. List TFFs and Operators at this event:

	Name of Food Facility	Operator
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

ORGANIZER CHECKLIST:

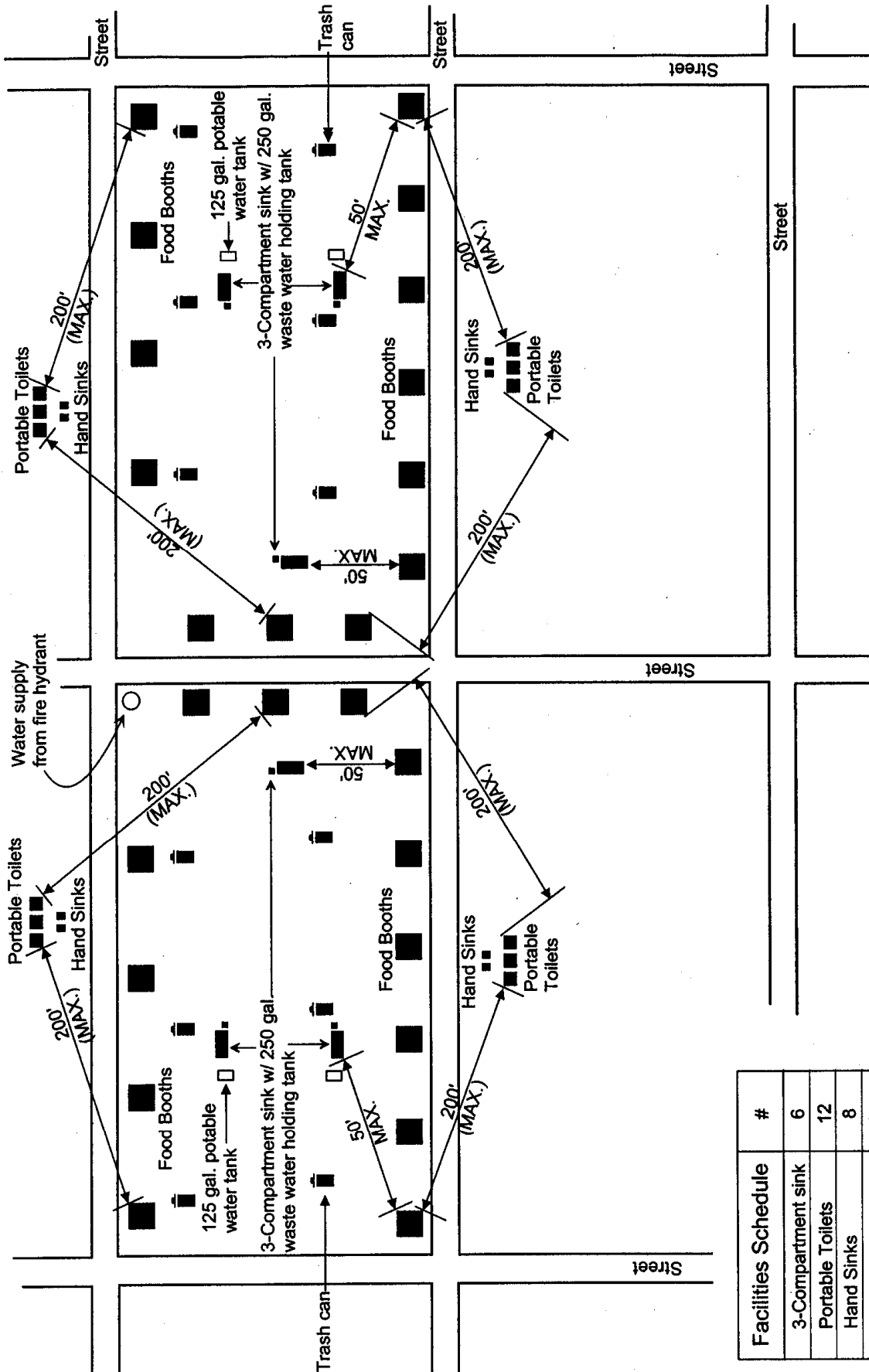
- _____ Application complete
- _____ Vendor list included
- _____ Site map included
- _____ Vendor applications AND fees included
- _____ Contact person's telephone numbers provided
- _____ Inspection time verified with vendors

Facilities Schedule	#
3-Compartment sink	3
Portable Toilets	6
Hand Sinks	4
TFF	12
Trash Containers	6



**SAMPLE FESTIVAL PLOT PLAN
FOR FOOD BOOTHS LOCATED THROUGHOUT SEVERAL BLOCKS**

DRAWING NOT TO SCALE



Facilities Schedule	#
3-Compartment sink	6
Portable Toilets	12
Hand Sinks	8
TFF	26
Trash Containers	12

**SAMPLE FESTIVAL PLOT PLAN
FOR FOOD BOOTHS LOCATED THROUGHOUT SEVERAL BLOCKS**

DRAWING NOT TO SCALE