



REQUIREMENTS FOR SPECIAL EVENT ORGANIZERS

If you are planning to have a special event that is civic, political, public, or educational in nature, including state and county fairs, city festivals, circuses and other public gathering events approved by the local enforcement agency, then each participating temporary food facility (TFF) vendor, as well as the event organizer, is required to obtain a permit from the Ventura County Environmental Health Division (EHD).

I. The SPECIAL EVENT ORGANIZER will be required to:

1. Provide all food vendors with TFF applications.
2. Collect all TFF applications and appropriate fees and submit them, along with your Special Event Organizer application, to EHD at least 2 weeks prior to the start of the event.
3. Prepare and submit a site plan drawn to scale (e.g., 1 inch = 40 feet). The site plan must show the following:
 - a. The Temporary Food Facility (TFF) locations
 - b. The location of restrooms and hand washing facilities
 - c. The location of 3-compartment utensil washing sink(s)
 - d. The source and location of potable water supply for sinks and waste connection, if applicable
 - e. The trash receptacles
 - f. The location of animal area(s), if any
 - g. The Mobile Food Facility (MFF) locations
4. Prepare and submit a vendor list, including both TFFs and MFFs participating at the community event. Note which TFFs will be using utensil washing sink(s) provided by the organizer.
5. If you are providing utensil washing sinks for vendor use, ensure the vendors specifying usage of the sinks are the same vendors that you have approved to use the sinks. An adequate number of sinks must be provided. One sink may be shared by a maximum of four adjacent food vendors if the sink is centrally located and within 50 feet of the furthest TFF. The 3-compartment utensil washing sink must be stainless steel and be equipped with two integral drainboards. The sink compartments must be large enough to accommodate the largest utensil. The sink must be

supplied with hot (120 degrees Fahrenheit) and cold running water from a mixing valve that will reach all three compartments of the utensil wash sink.

6. Onsite food preparation may not begin until the permit is issued. Schedule a permit inspection time that will allow TFF operators sufficient time to prepare the food after the permit is issued and before the start of the event.

Sample Timeline

10 weeks before event:	Check with EHD regarding fees/requirements.
8 weeks before event:	Send applications to food vendors.
6 weeks before event:	<ol style="list-style-type: none"> 1. Attend TFF Food Handler Training Class or complete online renewal if necessary. 2. Collect all TFF food vendor applications and fees. 3. Create site map and vendor list.
2 weeks before event:	Submit organizer application and all food vendor applications to EHD.

II. Fee Waiver or Reduction Requirement

EHD offers a free training class once a month that covers food safety at temporary events and requirements for booth set-up. Completion of the class entitles the certified individual to either a full fee waiver for non-profit or charitable organizations or a 50% fee reduction (for-profits organizations) for up to 12 months.

The first class must be taken in person at the Government Center located at 800 S. Victoria Ave., Ventura. Subsequent renewals may be completed online. The training schedule and the online renewal test are available on the EHD website at

www.ventura.org/rma/envhealth/

Use quick links to Temporary Food Facility Information. Allow 4 weeks between renewals and events. Include a copy of the most recent certificate with each application.

III. Organizer Requirements for Permit Inspection

1. Ensure timely arrival and installation of the 3-compartment utensil washing sink(s):
 - a. Locate sink within 50 feet of the furthest vendor using it.
 - b. Connect sink to a potable water source via a food-grade hose.
 - c. Ensure that potable water and waste tank, if provided, are of adequate size. At least 15 gallons of potable water are required for each food vendor engaged in limited food preparation. At least 25

gallons of potable water are required for each food vendor engaged in full food preparation. The liquid waste tank must be 50% greater than the potable water tank.

- d. Ensure proper functioning of the sink(s).
 - e. Ensure hot (minimum 120 degrees Fahrenheit) and cold water is available at utensil wash sink(s).
 - f. Provide overhead protection for the utensil wash sink(s), sanitizer and test strips.
 - g. Approved flooring will be required under utensil wash sink(s) that are located on dirt surfaces.
2. Arrange vendors in a timely manner so that they are set-up and ready for inspection at the appointed time.
 3. Provide power and water sufficiently early to allow for heating of water in time for inspection.
 4. Ensure that the TFF certified individual listed on the application is available **AND** walks with the inspector during the permitting process.

IV. Organizer Responsibilities During the Community Event

1. Once permits are issued to food vendors, ensure their continued compliance.
2. Monitor them occasionally to ensure that they have a full enclosure (if required), no animals inside the booth, proper food handling, proper storage, etc.
3. If the event runs for more than one day, check utensil wash sink(s) and restroom/handwash facilities daily. Ensure that waste tanks are emptied routinely to prevent accidental discharge.
4. Monitor the utensil wash sink(s) to ensure hot water (minimum 120 degrees Fahrenheit) is maintained.
5. For events running more than one day, maintain continued electricity to ensure refrigeration units are capable of holding food at appropriate temperature overnight.