



County of Trinity

COMMUNITY DEVELOPMENT DEPARTMENT ENVIRONMENTAL HEALTH DIVISION

61 Airport Road
P.O. BOX 476, Weaverville, CA 96093

TEMPORARY FOOD FACILITY EVENT ORGANIZER APPLICATION PACKET

This packet outlines steps for event organizers to follow when for food vendors apply for a Temporary Food Facility (**TFF**) permit in Trinity County. Follow all instructions carefully and ensure all forms are complete before submitting to the TCEH (Trinity County Environmental Health) Division office.

Who must have a TFF Event Organizer Permit? An organizer of a community event that sells or gives away food to the public. Examples of a community event include street fairs and festivals, musical and artistic presentations, sports events, ethnic celebrations, and trade shows.

Who must have a TFF Vendor permit? Any person or organization that provides or sells food at a temporary event. This includes **all** retail food and beverage, including prepackaged items like chips or candy bars, soft drinks, bars serving cocktails with ice and/or garnish, etc.

A TFF permit is only valid for one single food booth. If a vendor is operating more than one booth at an event selling different items, a permit must be obtained for each booth location. Separate applications must be submitted.

Permit fees are required of all event organizers and vendors. Nonprofit charitable organizations may apply for **two** permits (Organizer or Vendor) per calendar year with permit fees waived. Standard permit fees will apply to the organization's third and subsequent organizer or vendor permit. Proof of nonprofit status must be received with the application to qualify for fee exemption (Federal IRS 501(c)(3) is the standard letter).

A **Late Submittal Fee** will be charged if permit applications are received less than 14 days prior to the event start date. Nonprofit organizations **are not** exempt from late submittal fees.

Event Organizers are responsible for ensuring that all vendors have adequate access to a safe water supply, 3-compartment sink with hot/cold running water, trash and wastewater disposal, and restrooms. Vendor applications will not be accepted for an event unless there is an organizer permit on file.

Please allow 30 days to process the application for most events. The Event Organizers are the key contacts for our office and are held responsible for vendor compliance with applicable regulations. We hope your event is successful and we thank you for your cooperation. If you have questions, please call TCEH at **(530) 623-1459**.

Complete the following checklist prior to submitting to TCEH **Temporary Food Facility Event Organizer Responsibilities**

- 1. Maintain an open line of communication and work closely with the Trinity County Environmental Health Division to assure a safe and successful event.
- 2. Be familiar with Temporary Food Facility rules and guidelines, including key food safety practices.
- 3. Provide TCEH with the following (**must be submitted 30 days prior to the event**):
 - Complete the **Temporary Food Facility Event Organizer Application and pay fees.**
 - Food Vendor List** including Restaurants. (A sample list is provided in Appendix B and can be used or you can create your own list, but list needs #'s 1 – 4 headings listed below):
 - 1) Name of Booth / Restaurant
 - 2) Name, mailing address, phone number and email of person in charge of booth
 - 3) Trinity County Permit Number (Nonprofit or Licensed Business)
 - 4) List type of food booth (Pre-Packaged, Open Food or Sampling)
 - 5) List menu items, copy of menu is fine too
 - Site Map** including the **location** of:
 - 1) Each food booth (food vendors and restaurant vendors)
 - 2) Potable and non-potable water supply
 - 3) Waste water disposal (for vendors setting up their own hand wash & wash, rinse, sanitize stations)
 - 4) Trash dumpsters
 - 5) Refrigerated trucks (if applicable)
 - 6) Warewashing sinks (one 3-compartment per eight open food vendors) unless they provide their own
 - 7) Handwashing facilities, unless they provide their own
 - 8) Restrooms within 200 feet of food booths
 - 9) Animal stations, in the form of petting stations or viewing corrals
- 4. Ensure all food vendors obtain a Temporary Food Facility Permit or provide you with their annual food permit number that indicates 'SPECIAL EVENTS'. TFF Vendor Applications are available on our website at: <https://www.trinitycounty.org/Environmental-Health>
Each separate booth is considered an independent Temporary Food Facility and must apply for and obtain a separate permit. All applications shall be received at least 14 days prior to the event. The event Organizer is responsible for ensuring that all participating TFFs are permitted.
- 5. Permit applications received less than 14 days prior to the event start date will be considered past due and a **penalty fee will be assessed**. Food vendors without valid permits will not be allowed to operate.
- 6. Submit your permit application via email to kforth@trinitycounty.org, mail (if more than 30 days prior to event) to: TCEH, PO Box 476, Weaverville, CA 96093, or in person at **61 Airport Road, Weaverville, CA 96093 - Hours: M-Th 8AM - 2PM.**
- 7. For more information, please visit www.trinitycounty.org/Environmental-Health



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ENVIRONMENTAL HEALTH DIVISION

61 Airport Road
P.O. BOX 476, Weaverville, CA 96093
(530) 623-1459 FAX (530) 623-1353

Temporary Food Facility Event Organizer Application + Plan Check \$116.00

1. Name of Event: _____ 2. Date(s): _____
3. Location/Address of Event: _____
4. Time of Setup: _____ 5. Hours of Operation: _____
6. Contact Information:
 - a) Is Event hosted by a Non-Profit Organization? No Yes, Tax ID No: _____ App. Fee \$72.00 Waived
 - b) Event Organizer: _____
 - c) Event Contact Name: _____
 - d) Event Contact Email Address (required): _____
 - e) Event Organizer Address: _____
 - f) Event Contact Phone Number: _____ Alternate Phone: _____
 - g) Day of Event Point of Contact and Phone Number: _____
7. Submit a list of food vendors that will participate in your event. If using annual or mobile vendors that have permits, please include their permit number. (See Appendix B for guidance)
8. Number of food booths expected to participate: _____
9. Will there be a Certified Farmers Market associated with this event? Yes No
10. Will electricity be provided for the food booths? Yes No
If yes, what is the source? Public Utility Generator(s)
11. How many 3-compartment sinks will be available? Required if you have an open food vendor and your event is longer than 4 hrs. One 3-compartment sink for every 8 open food vendors. (must have overhead protection)
 Submit a copy of sink rental contract OR warewashing agreement form (Appendix A) (initial as read)
12. Restrooms: 1 restroom per every 15 employees is required. How many restrooms will be provided?
13. Describe garbage/trash disposal (including frequency of pick-up):
14. Will there be animal rides provided? Yes No
If yes, they must be located at least 20 feet away from food booths. (initial as read)

FEES: Temporary Food Facility Event Organizer Permit Fees
\$72.00 Application Fee per event \$44.00 Plan Check for each event

Non-Profit (eligible for two fee exempt event organizer permits per year)
IRS 501(c)(3) Number: _____

List event & date(s): _____

\$ 72.00 – Temporary Food Facility Event Organizer Permit Fee
(you must fill out an application for each event you hold)

\$44.00 – Application Plan Check Fee – fee is due for each event to review food permit holders, site maps to show layout of food booths, restrooms, handwashing, warewashing facilities and location of animals, etc

\$525.00 – Certified Farmer’s Market Annual Permit (with Temporary Event Section)

Late Fee

Late Fee Applies if application is submitted less than 14 days prior to event

How will you pay? Online Check* In person

*Checks will not be accepted less than 15 days prior to the event.
Please **make checks payable to: TCEH**

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

X _____
Applicant/Organizer Printed Name

Date

X _____
Applicant/Organizer Signature



APPENDIX A

Warewash Facility Agreement

EVENT ORGANIZER - This section to be completed by the Event Organizer

Organizer Name: _____ Phone #: _____

Event Name: _____

Event Location: _____

Event Date(s): _____

Event Time(s): _____

WAREWASHING FACILITIES - This section to be completed by the Owner/Representative allowing use of warewashing facilities

Business Name: _____ Permit #: _____

Address: _____

Days of Operation: _____ Hours of Operation: _____

Contact Name: _____ Title: _____

Phone #: _____

WE AUTHORIZE EVENT FOOD VENDORS THE USE OF OUR WAREWASH FACILITIES TO PROPERLY WASH EQUIPMENT AND UTENSILS AS REQUIRED BY THE HEALTH DIVISION DURING THE DURATION OF THE EVENT.

X _____
Warewash Facility Representative (Signature) Date

X _____
Event Organizer (Signature) Date



APPENDIX B

VENDOR LIST

NAME OF BOOTH	Contact Person's Name Mailing Address Phone & Email	TRINITY COUNTY PERMIT NUMBER	LIST TYPE OF BOOTH	LIST MENU ITEMS
			*PRE-PKGD *OPEN FOOD *SAMPLING	