



COMMUNITY FOOD EVENT GUIDELINES

ORGANIZER SECTION:

This section pertains to what will be required from the organizer prior to the event.

EVENT ORGANIZERS MUST SUBMIT APPLICATION PACKETS TO MERCED COUNTY DIVISION OF ENVIRONMENTAL HEALTH A MINIMUM OF TWO WEEKS PRIOR TO THE START OF THE EVENT FOR REVIEW AND APPROVAL!

The following information must be submitted to Environmental Health before the event can be approved:

- ✓ COMMUNITY EVENT FOOD ORGANIZER APPLICATION AND REVIEW FEE (see below)

The organizer is required to pay an application review fee for the time spent to review/process the applications. This fee is based on the current hourly rate. Each category below is based on the number of food booths/vendors participating in the event. The larger the event, the more time it will take to review/process the event application(s).

FOOD BOOTH

TIME SPENT ON REVIEW

- 1 = no reviewing fee, only one vendor application required
- 2-5 = (1.5 hrs)
- 6-15 = (2.5 hrs)
- 16-25 = (3.5 hrs)
- 26 + = (5.5 hrs)

- ✓ A Community Event Food Vendor Application for each food vendor participating in the event (vendor permit fees explained below)
- ✓ Community Event Food Vendor LIST
- ✓ Community Event Site Plan
- ✓ Copy of the event's flyer and/or public newspaper advertisement for the event
- ✓ Copy of the form/letter which shows approval from City/County Parks & Recreation Department OR other property owner granting authorization for the event to occur on their property (**if applicable**)

IMPORTANT NOTE: Fees for time spent will be charged for revisions/changes to the application after the "Community Food Event Organizer Application" has been submitted and approved. **Please call (209)381-1100 for the current Organizer Review Fees.

Community Event Food Vendor Permit Fees:**A permit is required for the sale and/or distribution of FOOD to the public:**

California Retail Food Code defines FOOD as follows: Section 113781. "FOOD" means a raw, cooked, or processed edible substance, ice, BEVERAGE, an ingredient used or intended for use or for sale in whole or in part for human consumption, and chewing gum.

NOTE: This includes prepackaged food, such as candy, jam, bottled water...etc. A permit is required even if the food is not consumed at the event.

Temporary Food Vendor Permit Fees:

Food vendor fees are based on a Risk Assessment (High or Low Risk Permit). Each vendor application will be reviewed and assessed on their foods/beverages potential to cause food borne illness.

High Risk: Food and beverages that are considered POTENTIALLY HAZARDOUS (PH). PH Foods require cold or hot holding to prevent bacterial growth that can lead to food borne illness. **Examples of potentially hazardous food include: meats, tamales, cooked beans, rice, cut vegetables, potato salad, eggs, and dairy products.**

Low Risk: Food and beverages that are not considered potentially hazardous (non-potentially hazardous, NPH). NPH Foods do not require cold or hot holding to prevent bacterial growth. **Examples of non-potentially hazardous food include: baked breads, cookies, candy bars, chips, Churros, unopened jams/jellies, whole uncooked produce, and nuts.**

PERMIT TYPE

- High Risk Single Event
- High Risk Annual Permit
- Low Risk Single Event
- Low Risk Annual Event

**Annual permits will require the vendor to have their temporary food facility inspected at our office. The facility must set up in the same manner it would be at an event. Annual permit holders will still be required to submit an application to the organizer for each event.

***Please call (209) 381-1100 for the current temporary food facility permit fee.*

IMPORTANT NOTE: All permit fees must be paid prior to the event. No collection of fees will be allowed on-site at the event. Should any vendor be at the event without proper applications and/or payment of fees in full they shall be subject to closure and will not be authorized for business.

Permit Fee Exemptions:

- Annually Permitted Mobile Food Facilities (MFF, ex: churro cart, hot dog cart) & Mobile Food Facility Preparation Units (MFPU, ex: taco truck, catering truck).

- For-Profit that donates ALL proceeds to a Non-Profit. *They must provide a letter from the Non-Profit organization stating that their funds will be donated and a copy of the 501(c) for that non-profit.*

- **Note:** Annual health permits for restaurants and markets are valid only for the business location. That permit is **not valid** at a community event. For example, if a vendor has a health permit for a pizza parlor, he/she **must obtain** a temporary food facility permit in order to sell pizza from a booth at a community event.

EVENT SECTION:

This section pertains to what will be required from the organizer during the event.

ONLY FOOD VENDORS APPROVED BY THE ORGANIZER LISTED ON THE **COMMUNITY FOOD EVENT ORGANIZER APPLICATION** AND BY MERCED COUNTY DIVISION OF ENVIRONMENTAL HEALTH CAN PARTICIPATE IN THE EVENT. IT IS AN EVENT ORGANIZER'S RESPONSIBILITY TO MAKE SURE THAT **ONLY** APPROVED FOOD VENDORS SET UP AT THE EVENT.

- ✓ **Food Vendor Booth Set-up:** Organizers must make sure that each food vendor has an appropriate enclosure, as specified in the "Temporary Food Facility Guidelines".

- ✓ **Community Food Event Site Plan:** Organizers must make sure that the event is laid out as shown in the site plan they submitted with their application.
 - Example of **COMMUNITY FOOD EVENT SITE PLAN** see page 3

- ✓ **Present at the event:** The organizer must be on site to supervise the event and make sure that no un-approved food vendors enter the vicinity.
 - If the organizer finds an un-approved food vendor, they must ask them to leave the event.

NOTE: If there is going to be more than one organizer for the event you **MUST** include them in the **Community Food Event Organizer Application**.

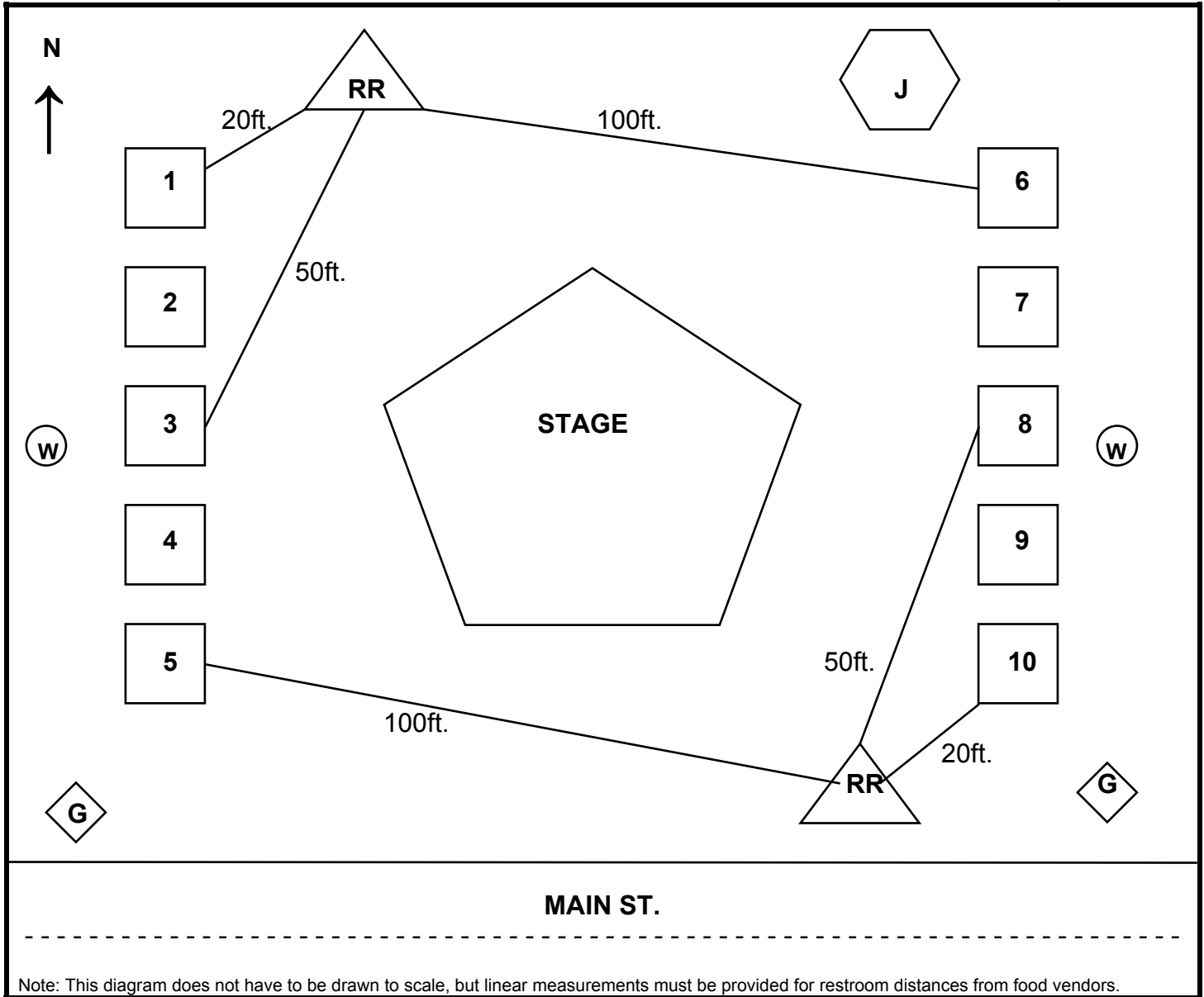
COMMUNITY EVENT SITE PLAN

Provide a diagram of the layout of the event indicating the following:

- FOOD VENDORS (please # them)
- ROADS (provide names)
- RESTROOMS
- WATER SOURCE(S)
- JANITORIAL FACILITIES
- GARBAGE AREAS
- OTHER: _____

EVENT NAME: MAIN STREET FAIR OF FUN

EVENT DATES: Nov. 15-19,2010



Note: This diagram does not have to be drawn to scale, but linear measurements must be provided for restroom distances from food vendors.

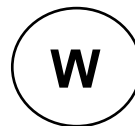
Use symbols below



Food Vendor as listed



Garbage Area



Water Source(s)



Restroom Facilities



Janitorial Facilities (to dump waste water)