



DEPARTMENT OF PUBLIC HEALTH

Kathleen Grassi, R.D., M.P.H.

Director

Ron Rowe, R.E.H.S., M.P.A.

Environmental Health Director

ORGANIZERS OF COMMUNITY FOOD EVENTS

Community food events with more than one food vendor must have a person or organization designated as the organizer of the event. The organizer has the following responsibilities:

- ❖ Turn in a completed organizer packet to the Merced County Department of Public Health, Division of Environmental Health (MCDEH) **two weeks** prior to the date of the event.
 - **IMPORTANT NOTE:** There may be additional fees charged for staff time spent if there are revisions/changes to the organizer packet after submission to MCDEH.
- ❖ The organizer is required to pay for an organizer permit (component of organizer packet). The fee for the organizer permit is based on the number of temporary food facility vendors and the time spent to review/process the packet:
 - 2-5 temporary food facilities (1.5 hours)
 - 6-15 temporary food facilities (2.5 hours)
 - 16-25 temporary food facilities (3.5 hours)
 - 26+ temporary food facilities (5.5 hours)
- ❖ Additionally, the organizer is responsible for collecting each vendor's application fee. The vendor's application fee will be based on the type of food items the vendor sells.
 - Low risk single event
 - High risk single event
 - To determine whether a temporary food facility is high or low risk, reference the organizer guidelines available on the MCDEH webpage or contact MCDEH at (209)381-1100.
- ❖ The organizer must be present at the community food event to supervise set-up and ensure there are not any unapproved food vendors.
 - The organizer must follow the site map submitted to MCDEH when setting up.
 - Also, the organizer must observe each temporary food facility vendor has an appropriate enclosure, as specified in the "Temporary Food Facility Guidelines."

If there are additional questions please contact MCDEH at (209)381-1100.

All of the documents referenced above can be found at the MCDEH webpage under the Community Food Event

Forms:

<http://www.co.merced.ca.us/index.aspx?nid=1636>

Fees for organizer and vendor permits can be found at the following webpage:

<http://www.co.merced.ca.us/index.aspx?NID=1740>

260 E.15th Street, Merced, CA 95341-6216 (209) 381-1100 (209) 384-1593 (FAX) www.co.merced.ca.us/eh

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