

**TEMPORARY FOOD FACILITY – EVENT ORGANIZER APPLICATION**

All Event Organizers are required to submit a signed and completed application with the below attachments to Environmental Health Services **at least two weeks prior** to the start of the event. This is critical for proper review.

**Please check the appropriate box below to describe your event:**

Type of Event	# of Booths	Organizer P/E
<input type="checkbox"/> One-time Event	<input type="checkbox"/> 2-6	[1686]
	<input type="checkbox"/> =>7	[1687]
<input type="checkbox"/> Swap Meet	n/a	[1655]
<input type="checkbox"/> Recurring Event	n/a	[1659]

FOR OFFICE USE ONLY	
Date Rec'd	_____
Rec'd By	_____
Amt. Rec'd: \$	_____
Check #	_____
Receipt #	_____
P/E: 16	TE: _____
FA #	_____
<input type="checkbox"/>	Application Late [05]

**Attachments: (Copies must be attached for each item below)**

- 1. Detailed site plan of entire event area.
- 2. Existing Santa Barbara County Permit Holders – already issued valid “Mobile Food Facility” Health Permit.
- 3. Completed Environmental Health Service’s “Name of Booth(s)/Organization(s)” form.

**Event Details:**

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Location of Event (Street Name/City/Town): \_\_\_\_\_

Name of Organizer/Promoter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Will there be **pre-event meeting(s)** for food booth/facility participants?  No  Yes (if yes, enter that information below)

Date	Time	Location	Date	Time	Location
1.			2.		

Provide the **Event Details** below.

Date(s) and time(s) of event		Date and time food service operations <u>will be ready</u> for inspection	
Date	Estimate no. of patrons	Date	Time
1.		1.	
2.		2.	
3.		3.	

Provide the name(s) of the **On-Site Coordinator(s)** and how each individual can be contacted **DURING THE EVENT**:

Name	Address	Phone/Cell Number	Pager Number
1.			
2.			
3.			

Electricity supply provided to the booths?  No  Yes If yes, list amperage required for each booth and supplied to each booth.

\_\_\_\_\_

Source of potable water (If a non-public water supply is to be used, the results of the most current water test must be submitted?)

\_\_\_\_\_

Wastewater disposal? (page 8 of Guidelines):  Bladder  Sanitary Sewer  Septic System  Other (*explain below*)

\_\_\_\_\_

Method of refuse disposal (page 9 of Guidelines):  Refuse company bins  Trash Cans  Other (*explain below*)

\_\_\_\_\_

Will there be animals at the event?  No  Yes If yes, how close is nearest food vendor to the area where animals will be walked and/or housed? \_\_\_\_\_ feet Note: Animals are not permitted in the booth area.

\_\_\_\_\_

**Attach a detailed site plan (see samples of site plans in Environmental Health Service's TFF guide) of the entire event area and include:**

- a. Location of all temporary food facilities (TFF), mobile food facilities (MFFs) and mobile food preparation units (MFPU), (i.e., food booths, carts, trailers, vehicles).
- b. Source and location of water supply to each facility (*mention in (a) above*).
- c. Location and number of restrooms and hand washing facilities
- d. Location of shared utensil washing.
- e. Location of all trash disposal containers and janitorial facilities.
- f. Location of all electrical sources.

I hereby certify the above information is complete and correct. Failure to complete any portion may result in denial of a health permit. I fully understand any deviation from the above without prior approval of Environmental Health Svc. may nullify final approval. I understand approval by Environmental Health Services does **not** encompass compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). I also understand a pre-opening inspection of all facilities will be conducted and the inspection will include equipment being in place and operational.

\_\_\_\_\_

Print Name of Organizer/Coordinator

\_\_\_\_\_

Signature of Organizer/Coordinator

\_\_\_\_\_

Date

FOR OFFICE USE ONLY

Approval/Disapproval By: \_\_\_\_\_ Date: \_\_\_\_\_

Event Organizer Permit Effective Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Permit Restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for Disapproval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Name of Booth(s) / Organization(s)

( Organizer completes this form and totals each column )

Name of Booth(s) / Organization(s) (Refer to each Temporary Food Facility Application)	Enter the Number of Facilities/Booths (Refer to each Temporary Food Facility Booth Application)				
	Existing Mobile Food Facility Permit Holder	Booth	Low Risk Booth	For-Profit Booth Donating	Booth Has Non-Profit Status
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>
10.					<input type="checkbox"/>
11.					<input type="checkbox"/>
12.					<input type="checkbox"/>
13.					<input type="checkbox"/>
14.					<input type="checkbox"/>
15.					<input type="checkbox"/>
16.					<input type="checkbox"/>
17.					<input type="checkbox"/>
18.					<input type="checkbox"/>
19.					<input type="checkbox"/>
20.					<input type="checkbox"/>
<b>Total Count For Each Type of Booth:</b>					

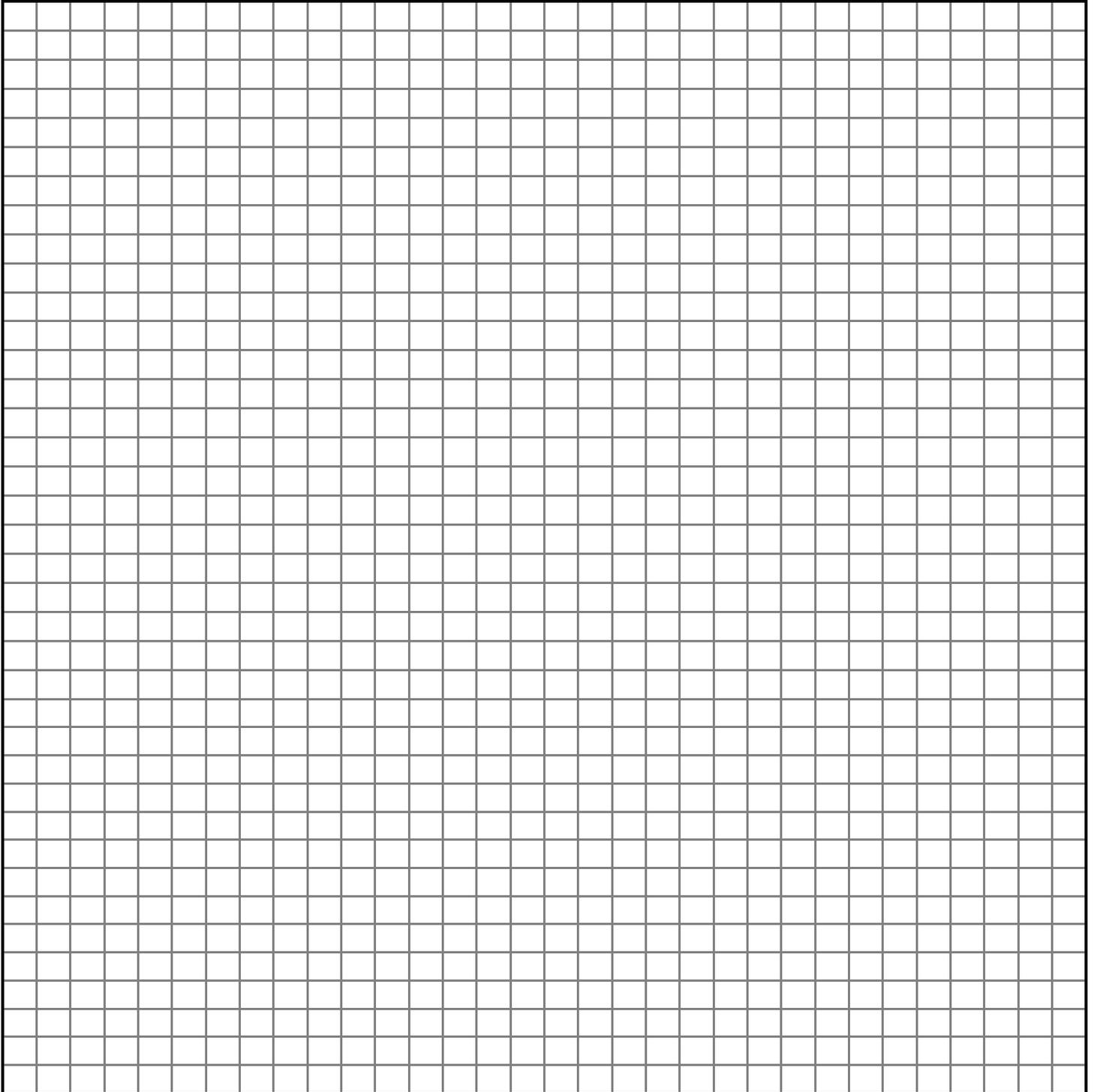
FOR DEPARTMENT USE ONLY				
Total Count For Booths				
Total Count for Low Risk Booths				
<b>GRAND TOTAL COLLECTED:</b>				

# Event Diagram (Sketch Sheet)

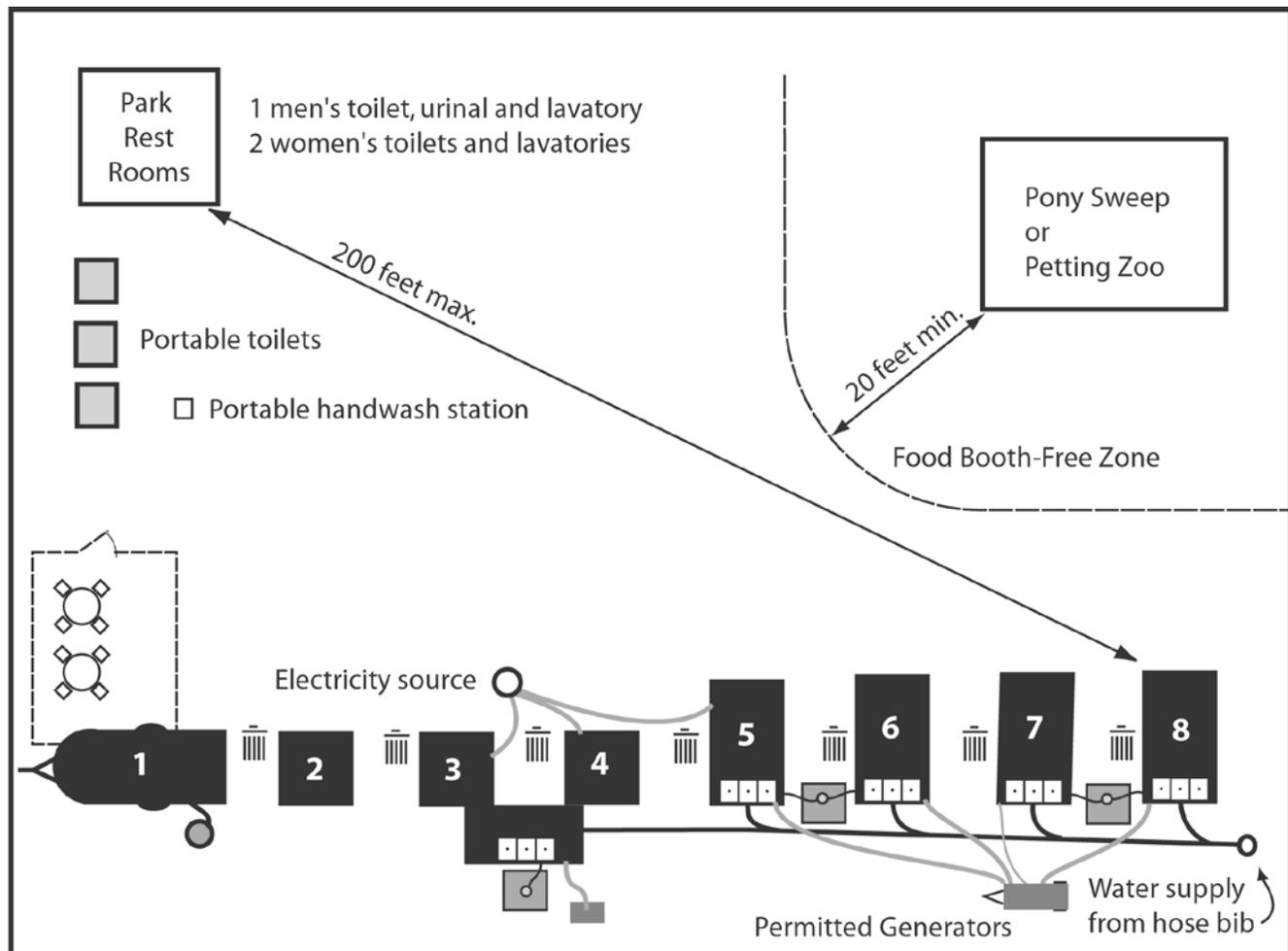
## Drawing of Event Area

Name of Event: \_\_\_\_\_

In the following space, provide a drawing of the entire Temporary Event Area including locations of the toilet facilities, garbage facilities, common use dishwashing facilities, the potable water supply, electrical sources, the waste water disposal area, and all food preparation and service areas on the grounds/site of the Temporary Food Event.



# Sample Temporary Event Site Drawing



-  Waste Water Bladder
-  30 Gallon Waste Container
-  Trash Container
-  Three-compartment sink with drainboard

Booth #	Occupant
1	Festival Beer Booth
2	Girl Scouts' Canned Soda Booth
3	Kiwanis Chili Booth
4	Paco's Tacos
5	Boy Scouts Corn and Salad Booth
6	Lions Club TriTip Sandwiches and Beans
7	Harley Owners' Assn. Chicken Booth
8	Surfriders Assn. Hot Dogs on a Stick