COMMUNITY EVENT ORGANIZER APPLICATION

All Event Applications must be submitted by the Event Organizer at least 30 days before the event.

Event Name: _______________________________
Event Location: ____________________________
Organizer Contact Name: ____________________
Alternate Contact: __________________________

Temporarily Food Facility (TFF) Certification – Organizer Declaration: I have a current certificate for attending the Ventura County EHD Temporary Food Facility class and will be present and available during the event to ensure proper operation of the event.

Signature: ________________________________ Date of recent TFF Certification: _____________________

FEES
Consult Instructions/Fee Schedule on EHD website for current fee. Attach appropriate documentation.
☐ Ventura EHD TFF Food Handler Certificate attached. ** TFF Certified person must be present during the event.**
☐ New Event Applicants: $_________ Repeat Event Applicants: $_________

Number of days operating:
[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] Season/Series (Attach Schedule)
[ ] Certified Farmers’ Market

Enter the Number of:
☐ TFF-1 (open food and/or PHF) ______
☐ TFF-2 (prepackaged non-PHF) ______
☐ Ventura County CFOs ______
☐ Attach copies of permit/registration

Annual Permits:
☐ TFF-1 Annual ______
☐ TFF-2 Annual ______
☐ Ventura Co. MFF ______
☐ Attach permit copies
☐ Attach inspect report copies

Fee Due (Minus waiver if applicable): $_________

UTENSIL WASHING SINK FACILITIES FOR THE TFFs
Approved flooring and overhead protection required.

3-Compartment utensil washing sink with hot (120°F) and cold running water under pressure provided by:
[ ] Event Organizer [ ] TFF Operator [ ] Waste Removal Company (provide
Name, Address & Phone): ________________________________
[ ] Prepackaged food only. No 3-compartment sink required.
[ ] Frequency of Service: _____________________________

Provide 3-Compartment Utensil Sink Information. Garden hoses are NOT approved for water connection.
[ ] Water tank _______ gallons [ ] Connected to drinking water supply by a food grade hose with backflow prevention device
(provide verification of source) Source: ________________________________

Method of Liquid Waste Disposal:
[ ] Connected to public sewer [ ] Waste tank _______ gallons (if unlimited water supply, provide minimum 250 gallon waste tank)

Type of Sanitizer Solution (Appropriate test strips must be provided.):
[ ] Chlorine [ ] Quaternary Ammonium [ ] Other (specify) ____________________________
### List of Participating Temporary Food Facilities (TFFs)
If more than 10, attach a list.

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<tr>
<th>Business name</th>
<th>Operator name</th>
<th>Telephone #</th>
<th>TFF Type</th>
<th>Using Org</th>
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### List of Participating Ventura County Cottage Food Operators (CFOs)
These are home based food operations registered or permitted in Ventura County. If more than 3, attach a list.

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<th>Business name</th>
<th>Operator name</th>
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### List of Participating Ventura County Mobile Food Facilities (MFFs)
These are vehicles permitted annually in Ventura County. If more than 6, attach a list.

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<th>Business name</th>
<th>Operator name</th>
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### Electrical Power
Is electrical power provided for food equip’t at each TFF?  Yes [ ] No [ ] N/A [ ]
If the event is scheduled for more than one day, will the TFF(s) have continuous electricity to power refrigerator(s) overnight?  Yes [ ] No [ ] N/A [ ]

### Toilet Facilities for Food Handlers
Must be within 200 ft. of all TFFs and MFFs. Requires 1 per 15 food handlers.
Number of Toilets: ____________  Number of Hand Washing Facilities for Toilets: ____________

### Temporary Food Facility Construction
Food preparation and service booths must have 4 sides, a cleanable floor (asphalt, concrete, plywood, or tarp*) and overhead protection. The booth may have a maximum of two (2) windows no larger than 216 square inches (e.g., 12” by 18”) each, separated by at least 18 inches. Prepackaged food booths require overhead protection. If food booth is located on dirt, approved flooring is required.

*Wood is required under cooking equipment. Plastic tarp is not approved flooring for beverage booths.

Provided by:  Event Organizer □ (complete the following)  OR  TFF Operator □ (skip remaining question)

| Floor Material: ____________________________ | Wall Material: ____________________________ |
| Ceiling Material: __________________________ | Size of Pass-through Windows: ____________ |

**ANIMAL AREAS**

Will there be animal areas?  Yes □  No □  If Yes, specify: Petting zoo □  Pony rides □  Other □ ______________

If there will be animal areas at the event, EHD recommends hand washing facilities equipped with running water, soap, and single-use paper towels in permanently mounted dispensers be located at the exit of the animal areas. Post signage directing people exiting the animal areas to wash their hands.

Animal areas must be located at least 20 feet from any TFF and should not be upwind from any TFF or eating area.

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application.

I understand that failure to meet the conditions identified in this application or failure to comply with requirements set forth in the California Health and Safety Code may result in the disposal of food, suspension of permit, and/or citation.

I understand that once the application is submitted the application fee is non-refundable. I also understand that if I submit the application with a missing or expired TFF training certificate or without required Nonprofit Charitable Status documents, no fee reduction will be given and full fee is due.

Application completed by:
Print Name: ____________________________  Signature: ____________________________  Cell Phone: ____________

**IMPORTANT:**

ATTACH A SITE PLAN that includes location of: Temporary Food Facilities; Mobile Food Facilities; Cottage Food Operators; restroom and hand washing facilities; Organizer-provided utensil washing facilities; and trash receptacles.

Ensure that all sections of this application are complete before submitting. All required documents must accompany application when it is submitted. Applications will not be accepted after packet is submitted.

**FOR FEE WAIVER:**

ATTACH A COPY of most recent EHD TFF certificate, valid through the event. If expired, pay fee indicated.

ATTACH A COPY of proof of nonprofit status: IRS Letter of Designation (501c1-10) AND California Franchise Tax Board Entity Status Letter (23701d). If Entity status is not 23701d, pay fee.

SUBMIT APPLICATIONS AT LEAST 30 DAYS BEFORE THE EVENT.