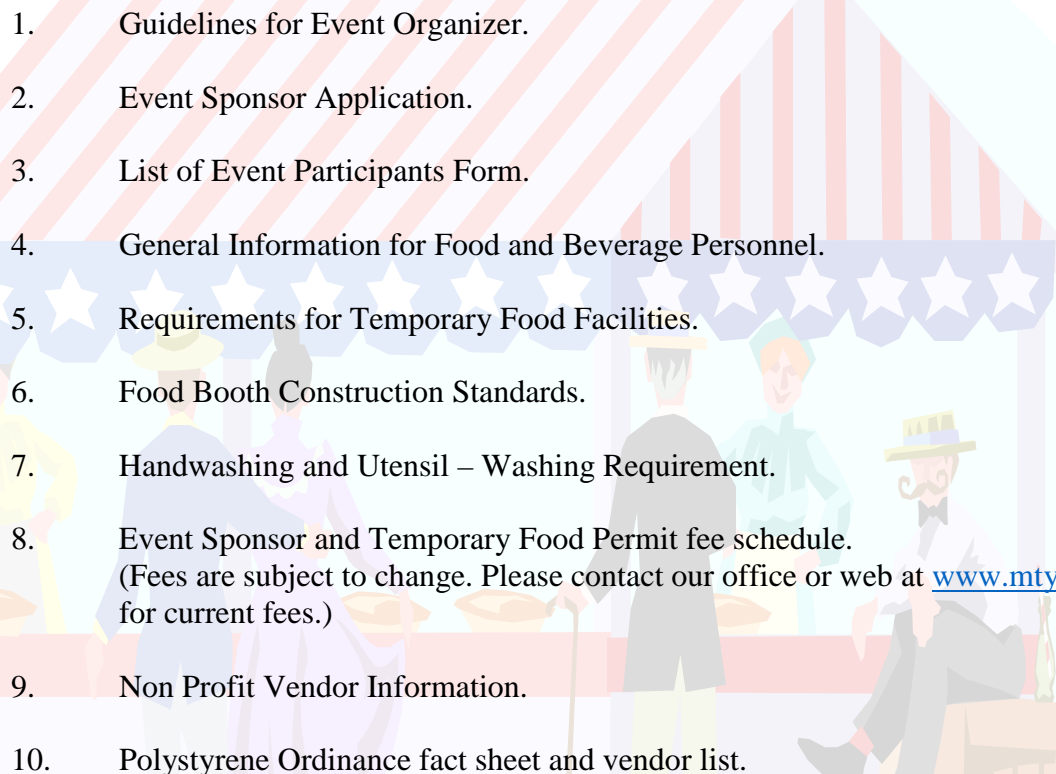




MONTEREY COUNTY HEALTH DEPARTMENT

NON-PROFIT EVENT ORGANIZERS

I. SPECIAL EVENT/TEMPORARY FOOD FACILITY INFORMATION

- 
- A colorful illustration of a food booth with a red and white striped awning and a blue valance with white stars. Several people in period-style clothing are gathered around the booth, which has a counter with food items. One man is sitting on a wooden stool to the right.
1. Guidelines for Event Organizer.
 2. Event Sponsor Application.
 3. List of Event Participants Form.
 4. General Information for Food and Beverage Personnel.
 5. Requirements for Temporary Food Facilities.
 6. Food Booth Construction Standards.
 7. Handwashing and Utensil – Washing Requirement.
 8. Event Sponsor and Temporary Food Permit fee schedule.
(Fees are subject to change. Please contact our office or web at www.mtyhd.org for current fees.)
 9. Non Profit Vendor Information.
 10. Polystyrene Ordinance fact sheet and vendor list.

I have received and read the requirements for a special event to be held in Monterey county. I understand, as the special event organizer, I am responsible for all aspects of the event including but not limited to timely and proper submission for all vendor applications with approved vendor list Any violations relating to the event will result in fees to be billed to the organizer.

Organizer signature

Date



MONTEREY COUNTY HEALTH DEPARTMENT

GUIDELINES FOR EVENT ORGANIZERS

The Health and Safety Code for the State of California states that the Organizer of a Community Event, which involves Temporary Food Facilities, must obtain an Event Organizer health permit.

In order for the Health Department to issue an Event Organizer permit or Temporary Food Facility Permits for the food vendors, the Event Organizer must submit the following to the Health Department for approval no later than two (2) weeks prior to the event to allow for proper review. Please submit the following:

1. A completed Event Organizer Application including the name and contact information for an event organizer representative who is available during the event.
2. **Provide a map of the event area(s)** showing all of the following:
 - a). Location of and identification of all food facilities.
 - b). Location of all toilet facilities available to the food facilities. They must be within 200 feet of all Temporary Food Facilities.
 - c). Location of all hand washing facilities.
 - d). Location of all garbage and refuse containers to be used by the food facilities.
 - e). Location of the approved liquid waste disposal or storage facilities for:
 - 1) Wastewaters.
 - 2) Greases and Oils.
 - 3) Or a statement that vehicles will transport waste water off site.
 - f). Location of all electrical, gas, and sewer connections to be used by the food facilities.
 - g.) Statements as to the source of the water to be used by the temporary food facilities and the location of water hook ups.
3. A list of all persons (including their address and telephone number) who will be selling or giving food away (Samples) at the event.
4. Ensure all food vendors have a valid health permit prior to the event.

If you have any questions regarding this information, please contact:

Monterey County Health Department Division of Environmental Health

1270 Natividad Road, Rm 42
Salinas, CA 93906
Telephone (831) 755-4508
Fax: (831) 755-4555

1200 Aguajito Rd, Rm 007
Monterey, CA 93940
Telephone (831) 647-7654
Fax: (831) 647-7925

620 Broadway, Ste N
King City, CA 93930
Telephone: (831) 686-6899
Fax (831) 385-0573

(ATTACH BUSINESS CARD)

MONTEREY COUNTY HEALTH DEPARTMENT
Event Organizer Permit Application
and
List of Event Participants

Please complete the following form and attach all information requested to the Monterey County Health Department no later than ten (10) working days prior to the event.

I. GENERAL INFORMATION

1. Name of the event: _____

2. Location of event: _____

3. Name of Event Organizer: _____
4. Responsible Contact Person: _____
Address: _____
Phone #: _____
5. Starting Date: _____ Starting Time: _____
Ending Date: _____ Ending Time: _____
6. Number of Food Facilities: _____

II. FACILITIES

- A. What is the source of potable water for the event: _____

- B. How will the liquid waste generated by the food facilities be disposed of:
 - 1). Wastewaters: _____

 - 2). Greases and Oils: _____

- C. How will you dispose of garbage and trash from the event: _____

Signature

Phone

Date

III. PROVIDE A LIST OF ALL PERSONS OR GROUPS ENGAGING IN FOOD SALES AND/OR FOOD SAMPLES AT THE EVENT.

1. Business Name: _____

Owners Name: _____

Business Address: _____

Phone Number: _____

2. Business Name: _____

Owners Name: _____

Business Address: _____

Phone Number: _____

3. Business Name: _____

Owners Name: _____

Business Address: _____

Phone Number: _____

4. Business Name: _____

Owners Name: _____

Business Address: _____

Phone Number: _____

5. Business Name: _____

Owners Name: _____

Business Address: _____

Phone Number: _____

6. Business Name: _____

Owners Name: _____

Business Address: _____

Phone Number: _____

7. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____

8. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____

9. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____

10. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____

11. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____

12. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____

13. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____
14. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____
15. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____
16. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____
17. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____
18. Business Name: _____
Owners Name: _____
Business Address: _____
Phone Number: _____

GENERAL INFORMATION FOR FOOD AND BEVERAGE PERSONNEL

1. All Participants who sell OR GIVE AWAY any type of food should contact the Monterey County Health Department at least ten (10) working days before the day of the event. You must file an application for a Temporary Food Facility Health Permit and pay applicable fees. Failure to contact the Health Department may result in closure of your concession stand or an assessment of double fees on the day of the event.
2. All food and beverages must be prepared and dispensed from a booth or enclosure approved by the Health Department. Booths set up on dirt shall have a floor. . (If you are providing food from a permitted Food Facility bring a copy of the Health Permit for the Food Facility).
3. Selling of food prepared at home is prohibited. No home-canned foods will be permitted.
4. All food must be obtained from a Health Department approved source. (Provide a receipt of purchase for all food items).
5. All perishable food shall have temperatures of above 135 °F or below 41°F at all times.
6. All food shall be protected from contamination at all times. Storage of all foods and materials must be in a protected area and at least 6 inches off the ground and floor.
7. All food handlers must be clean, in good health and free from communicable diseases, and have their hair confined at all times.
8. Hand washing facilities must be provided in an area adjacent to the booth. Soap, warm water, paper towels, a 5-gallon water container with dispensing valve and a 5-gallon wastewater container must be provided.
9. Toilet facilities must be readily available (within 200 feet) and food handlers must wash their hands prior to preparing or handling food.
10. Provisions shall be made for the proper washing and sanitizing of all utensils. Booths with food preparation require a minimum of 2-5 gallon containers for cleaning of equipment, bleach for sanitizing must be provided (1 tbs./gal. of water). In addition to the water needed for food preparation and dispensing 20 gallons of potable water must be provided at each booth for utensil and hand washing purposes.
11. Only single service eating utensils may be used.
12. All garbage must be disposed of in proper containers with tight-fitting lids. All liquid waste must be disposed of into a sanitary sewer or other approved sewage disposal system.
13. Ice shall be prepared from an approved source of potable water. Ice used for drinking purposes must be stored so as to be free from contamination or adulteration and shall be served by using ice scoops.
14. The area around the booth shall be kept clean at all times.
15. A copy of these regulations shall be posted in each booth.

NOTE: This is only a partial listing of the requirements for a Temporary Food Facility (Food Booth).

POST THIS INFORMATION SHEET IN FOOD BOOTH

REQUIREMENTS FOR TEMPORARY FOOD FACILITIES

The following are found in the California Retail Food Code (Cal Code) of the California Health and Safety Code beginning with Section 114335 through Section 114363. Other requirements can be found in the Health and Safety Code.

1. Identification of the operator with a sign, which shall be clearly visible on the booth and shall show the name of the business, city, state and zip code. The name of the business shall be 3 inches in height and shall have of a color that contrasts with the rest of the sign. The address cannot be less than 1 inch in height. The name of the business shall match the name on the permit.
2. Potentially Hazardous Food (PHF) must be held at the proper temperatures. Cold holding can be at 45 degrees Fahrenheit for 12 hours and then be placed in refrigeration units at 41 degrees Fahrenheit or properly destroyed. Hot holding shall be at 135 degrees Fahrenheit and at the end of the operating day shall be properly destroyed. All hot and cold holding equipment shall be adequate enough to hold the proper temperatures during periods of operation and/or transportation. Ice used for refrigeration cannot be used in drinks or in any other food. Food that is held between 45 and 135 degrees Fahrenheit must be discarded after 4 hours. Thermometers are to be used to verify temperatures and kept on site.
3. All food, food preparation surfaces and utensils must be protected from contamination and adulteration. This includes, but is not limited to dust, water, leaves, bird droppings or anything else that is not suppose to be in food. Keeping food and utensils in containers with lids and frequent sanitation of food preparation surfaces reduces this occurrence. Sneeze protection must be provided when food, food preparation surfaces and utensils are exposed to the public. All food and utensils must be stored six inches or more off the ground and in a manner that prevents contamination. This includes food in plastic, boxes, cans and bottles.
4. All food must come from an approved source and cannot be stored or prepared in a residence. Labeling of packaged foods is required with the common name of the product and list of ingredients as provided by the manufacturer.
5. Potable water shall be provided to wash hands and utensils. Soap in a dispenser and paper towels shall be provided to wash hands. Separately, three buckets, one with soapy water, one with clear rinse water and the third with water and sanitizer are to be provided to wash and rinse utensils. Waste containers are to be provided for both and must be at least one and a half times the volume of fresh water used for washing. A sanitizer, such as bleach or quaternary ammonia, must be on hand and used to sanitize utensils and surfaces.
6. Food booths (temporary food facilities) must be fully enclosed and must provide protection from the elements. Full enclosure means the service area shall be enclosed with pass through openings no larger than 216 square inches. Overhead and side protection must be adequate and in good repair. Screening must be 16 mesh or smaller and in good repair. Ground cover is required in the City of Monterey and at other locations where required by the Health Department. All food preparation, which includes cooking must take place within the confines of the booth with the exception of barbeques and when allowed by local fire codes.
7. All Food handlers must be in good health, prepare food in a safe and sanitary manner, wear gloves when bandages are worn on any part of the hand and wear hair restraints.

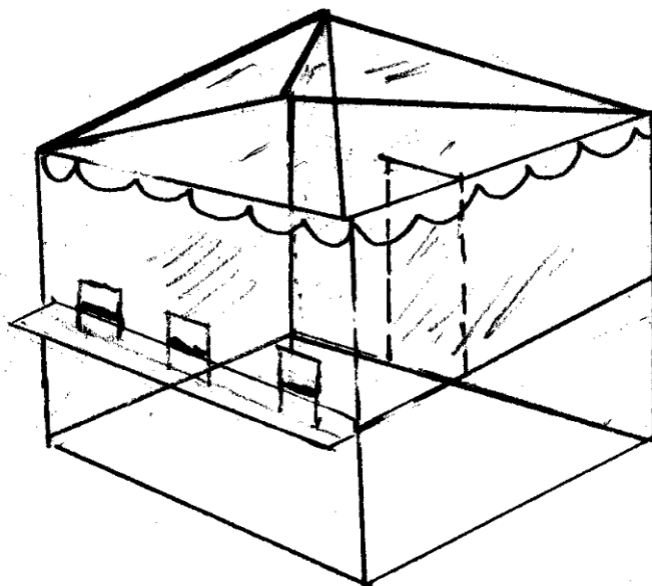
FOOD BOOTH CONSTRUCTION STANDARDS

FOR TEMPORARY FOOD FACILITIES

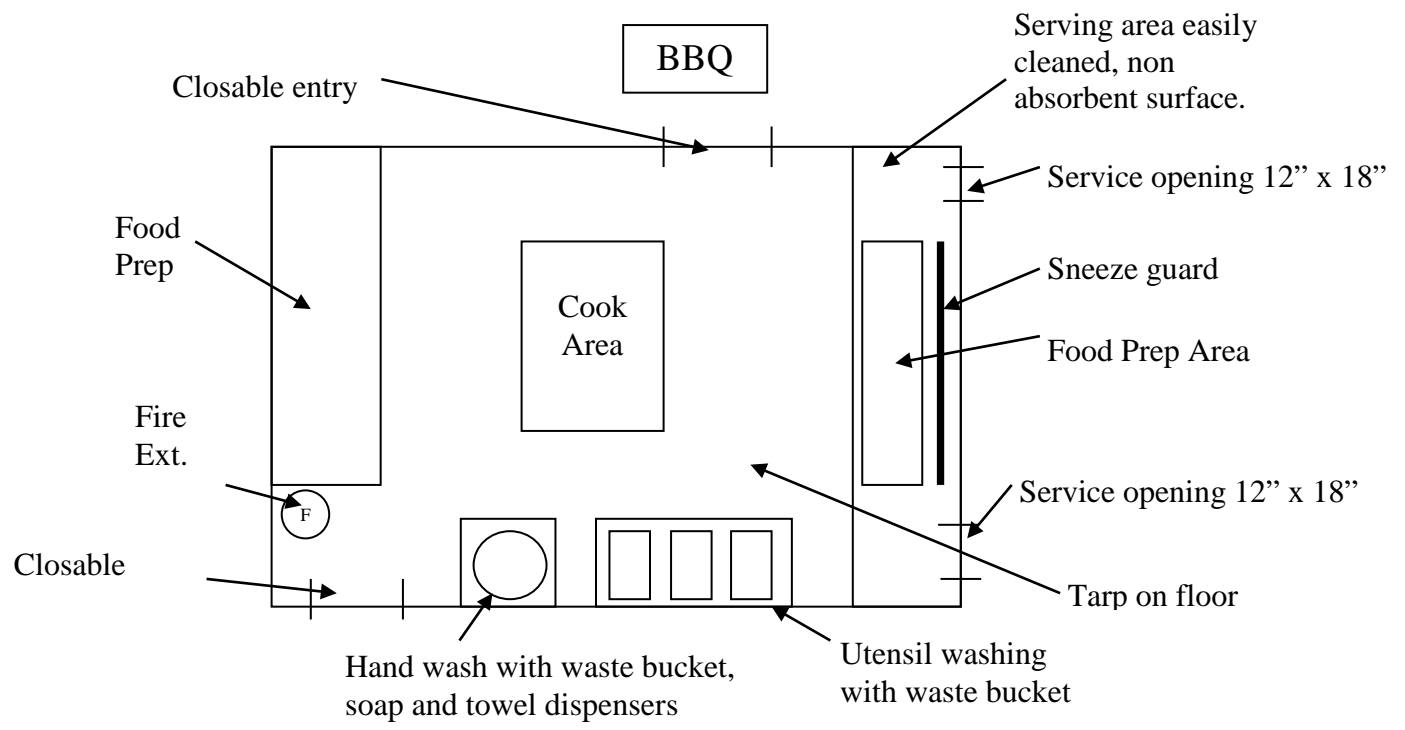
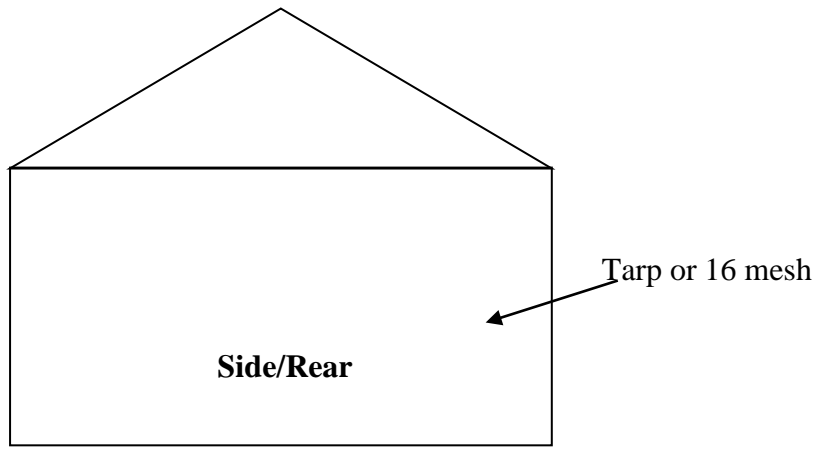
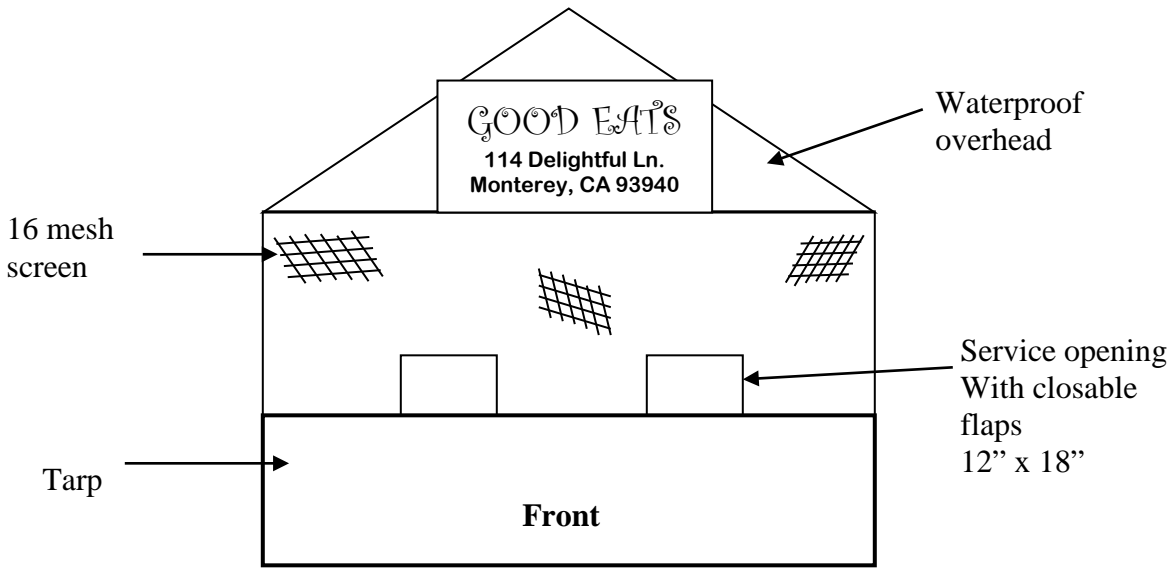
REQUIREMENTS:

1. Food booths must be entirely enclosed with four (4) complete sides, a top and a smooth dust free cleanable floor surface (paved surfaces are acceptable). (Approved by the Health Department)
2. Service windows shall be closeable and approximately 12" x 18" inches in size.
3. Construction materials such as plywood, canvas, plastic and fine mesh fly screening may be used.
4. Rental booths that are properly constructed may be used.
5. Booths must use plywood, tarp or similar material for floor surfaces.
6. If there is any use of the area outside the booth for your food operation, flooring must also be provided. No food preparation (except barbecuing or flambe') can take place outside the food booth.
7. Screening is not required where only pre-package foods are handled.
8. The Fire Marshal may require that certain types of cooking such as deep-fat frying not be done inside a tent-type booth. These uses must have an auxiliary booth constructed to satisfy fire codes in order to be done.

The following is an approved sample booth design. Any other proposed design for a booth shall be reviewed and approved by the Health Department prior to construction.



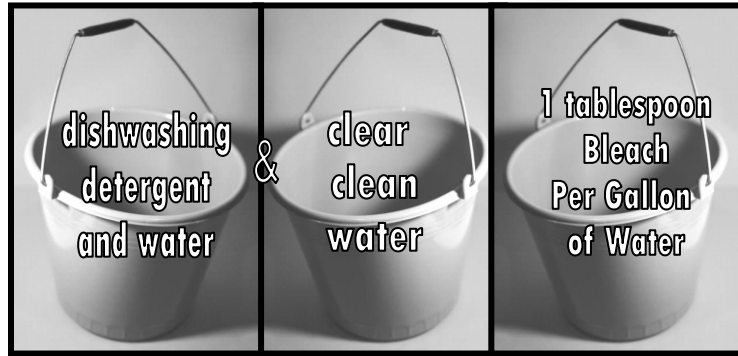
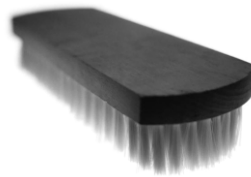
Clear plastic or light colored screening is recommended for visibility



HAND-WASHING AND UTENSIL-WASHING REQUIREMENTS FOR TEMPORARY FOOD FACILITIES



Hand-Washing Facilities - Provide a five (5) gallon water container capable of providing a continuous stream of warm water with a dispensing valve to leave hands free for washing; a waste-water container; soap dispenser and paper towels for hand washing within the food booth.



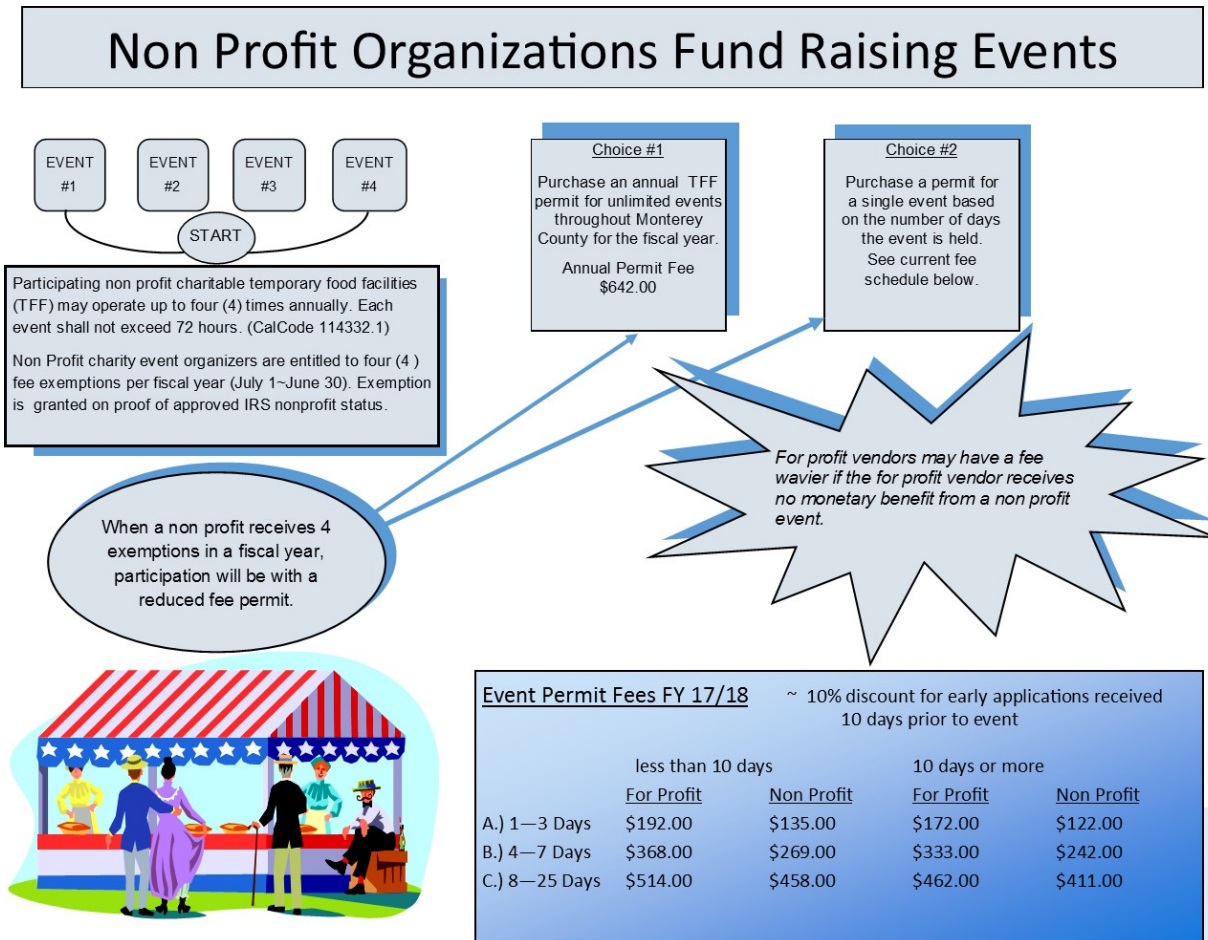
Utensil-Washing Facilities - Booths with food preparation require three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water and the other a bleach/water solution (use 1 tablespoon of household bleach per gallon of water).

NOTE: Additional facilities, such as a sink with running water, may be required where there is extensive food preparation, or where water, power, and sewer connections are available.

Nonprofit charitable organizations are entitled to 4 fee exemptions per fiscal year (July 1- June 30) for fund raising events that do not exceed 72 hours each. To apply for fee exemption please submit the request on your organizations letterhead at least 10 business days prior to event with the following information:

1. Date & times of event
2. Description of event
3. Location of event
4. Nonprofit federal ID number
5. Menu items
6. Contact person & phone number
7. Please note if you would like a scheduled inspection.

Organizations agree to comply with all California Retail Food Code requirements for the operation of temporary food facilities.



Attachment for Temporary Food Facilities (TFF) in conjunction with community events.
Applications and fees must be submitted at least 10 days prior to event.

(Fees are subject to change. Please contact our office or the web at www.mtyhd.org for current fees)

Community Event Organizer/ Sponsor:\$191.00

A. For application/s and fee/s submitted **less than 10 working days prior to the date of the event.**

a. 1) 1 – 3 days: \$198.00 each

2) 1 – 3 days (Non-Profit*): \$139.00 each

b. 1) 4 – 7 days: \$379.00 each

2) 4 – 7 days (Non-Profit*):\$277.00 each

c. 1) 8 – 25 days:\$529.00 each

2) 8 – 25 days (Non-Profit*): \$472.00 each

B. Discount fees of 10% for application/s and fee/s submitted **10 or more working days prior to the date of the event.**

a. 1) 1 - 3 days:\$177.00 each

2) 1 - 3 days (Non-Profit*):\$126.00 each

b. 1) 4 - 7 days:\$343.00 each

2) 4 - 7 days (Non-Profit*): \$249.00 each

c. 1) 8 - 25 days:\$476.00 each

d. 2) 8 - 25 days (Non-Profit*):\$423.00 each

C. Annual TFF Permit (July 1- June 30): \$661.00 each year

D. TFF Free Sample Booth:.....\$ 81.00 each

(Nonperishable, commercially prepackage/free samples and/or Beverages)

E. Annual TFF Free Sample Booth (July 1- June 30):.....\$301.00 each

(Nonperishable, commercially prepackage/free samples and/or Beverages)

* NON-PROFIT ORGANIZATIONS MAY BE REQUESTED TO SUBMIT PROOF OF STATUS SUCH AS A IRS 501C(3) WITH NON- PROFIT I.D. NUMBER. ALL VENDORS MUST BE NON-PROFIT FOR A NON-PROFIT EVENT.



“Polystyrene Ordinance” Fact Sheet

Overview of Ordinance

The ordinance regulates and limits the use of polystyrene foam food packaging by retail food providers in the unincorporated area of Monterey County. The ordinance will protect the environment, reduce solid waste, and decrease litter throughout the unincorporated County by reducing the use of polystyrene foam food packaging.

Applicability

This ordinance applies to all retail food providers (restaurant, café, delicatessen, food court, mobile/catering truck, temporary food booth, or any other person who provides prepared food at the retail level) who operate in the unincorporated areas of Monterey County.

Exemptions

- Packaging for raw uncooked meat, poultry, fish, or eggs (unless provided for consumption without further food preparation)
- Prepared foods made or packaged outside the unincorporated county, but sold in the unincorporated areas
- Polystyrene foam coolers and ice chests
- Emergency relief efforts

Penalties for non-compliance

After one (1) warning:

- The 1st violation results in a fine of up to \$100
- The 2nd violation results in a fine of up to \$200
- The 3rd and subsequent violations results in a fine of up to \$500 per violation

More Information

Monterey County Health Department at (831) 755-4505.

All records pertaining to this matter are available for review at the Health Department, Environmental Health Bureau located at 1270 Natividad Road, Salinas, CA 93906 during normal business hours.

NON-POLYSTYRENE FOAM FOOD CONTAINER VENDOR LIST

LOCAL SUPPLIER					
VENDOR	ADDRESS	PHONE	FAX	WEBSITE	NOTES
Costco	1339 North Davis Road Salinas, CA 93907	(831) 424-4242		www.costco.com	Membership required
Costco	801 Tioga Avenue Sand City, CA 93955	(831) 899-1256		www.costco.com	Membership required
Passion Purveyors	1120 Forest Avenue, #130 Pacific Grove, CA 93950	(831)383-9215		www.passionpurveyors.com	
Smart & Final	319 E. Market Street Salinas, CA 93901	(831) 754-1068		www.smartandfinal.com	
Smart & Final	1560 Canyon Del Rey Seaside, CA 93955	(831) 393-0250		www.smartandfinal.com	

FOOD ESTABLISHMENT SUPPLIER					
VENDOR	ADDRESS	PHONE	FAX	WEBSITE	NOTES
BiRite Foodservice Distributors	123 South Hill Drive Brisbane, CA 94005	(800) 227-5373		www.birite.com	
Sysco	5900 Stewart Avenue Fremont, CA 94538	(800) 877-7012		www.sysco.com	
US Foodservice	300 Lawrence Drive Livermore, CA 94551	(800) 682-1228	(925) 606-3591	www.usfoodservice.com	

ONLINE SUPPLIER					
VENDOR	ADDRESS	PHONE	FAX	WEBSITE	NOTES
Viv Business Club		(415) 625-3848		www.vivbizclub.com	Membership required
The WEBstaurant Store		(717) 392-7472		www.webstaurantstore.com	
World Centric	2121 Staunton Court Palo Alto, CA 94306	(650) 283-3797	(866) 850-9732	www.worldcentric.org	

This list is provided as a courtesy to Monterey County businesses and residents and is not inclusive. **Inclusion on this list does not signify endorsement by the County of Monterey.*

***To request additions, deletions, or corrections to this list, please email recycle@co.monterey.ca.us or call (831) 755-4579.*