



## To ALL EVENT ORGANIZERS AND COORDINATORS

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ALL application forms and fees must be submitted together by the Event Coordinator to the Department of Environmental Health at least 2 weeks prior to the event in person or by mail. Applications received within 1 week of the event start date may not be accepted. We DO NOT accept applications via fax or email.

### Current Environmental Health Permit Fees

Visit our website for fee information:

[www.ehinfo.org](http://www.ehinfo.org) > Consumer Protection Division > Temporary Events

### Submitting Applications:

1. **ALL EVENTS must submit the Event Organizer/Coordinator Application to Operate a Temporary Event.**

- If you will have **two or more** temporary food or beverage facilities, you must pay the Coordinator permit fee.
2. Visit our website for temporary event information, applications and documents.  
[www.ehinfo.org](http://www.ehinfo.org) > Consumer Protection Division > Temporary Events
  3. Identify and confirm each temporary food or beverage facility participating in your event.
  4. Distribute all required forms and handouts to each participating temporary food facility.
    - A permit is required for all TFFs (unless otherwise specified) in which food or beverage (unpackaged or prepackaged) is sampled, sold, prepared, or given away to the public. These applications count towards the number of food operations when determining the Event Coordinator fee.
    - Annual Temporary Event Permit (ATEP) holders in Santa Clara County must submit an application for every temporary event they participate in. No permit fees are due for these operators. ATEP applications count towards the number of food operations when determining the Event Coordinator fee.
    - Mobile Food Facilities (Carts/Catering Trucks/Trailers):
      - Out-of-county mobile food carts and vehicles must submit an application and fee. These applications count towards the number of food operations when determining the Event Coordinator fee.
      - Mobile food carts and vehicles permitted in Santa Clara County must have their valid operating health permit present at the event. Applications and permit fees are not required for temporary events. These operators do not count towards the number of food operations when determining the Event Coordinator fee. Provide a list containing the business name and the permit number (issued by the County of Santa Clara Department of Environmental Health) for each of these Mobile Food Facility operators. Submit this complete list of Mobile Food Facility operators as part of your event packet.
  5. Ensure that all forms are **legible and complete** prior to submittal.
  6. Submit a site plan showing locations of food booths, toilet facilities, all waste disposal locations, etc.
  7. Submit your event packet (applications, forms, site plan, list of Mobile Food Facilities, and payment) at least 2 weeks before your event to:  
Department of Environmental Health  
Attn: Temporary Events  
1555 Berger Drive, Suite 300  
San Jose, CA. 95112-2716

### Temporary Events Program Staff:

Program Senior: Suzanne Lew (408) 918-3461 or [suzanne.lew@deh.sccgov.org](mailto:suzanne.lew@deh.sccgov.org)

Administrative Support: (408) 918-3400 or [dehweb@deh.sccgov.org](mailto:dehweb@deh.sccgov.org) (Subject line: Temporary Events – Event Name & Date)

If you are a non-profit organization organizing a public event and 100% of the food items for your event are donated by licensed food facilities, your event may be considered for a regulatory exemption under the California Retail Food Code (also referred to as a *Craven Act Exemption*). Contact program staff or refer to the website for more information.



## EVENT ORGANIZER / COORDINATOR APPLICATION TO OPERATE A TEMPORARY EVENT

*For applications and information, go to [www.ehinfo.org](http://www.ehinfo.org) > Consumer Protection Division > Temporary Events or visit our office.*

**Event Packet Checklist:**

- Event Organizer/Coordinator application.
- Temporary Food Facility applications for all food/beverage operations.
- Site plan showing proposed locations of all temporary food facilities, including restrooms, garbage and wastewater disposal, etc.
- Payment for all applicable permit fees.
- Event Organizer/Coordinator to submit event packet to this department at least 2 weeks before the event.
- Applications received within 1 week of the event start date may be rejected.

ORGANIZER INFORMATION		EVENT INFORMATION	
Organizer / Coordinator DBA		Event Name	
Mailing Address		Location	
City / Zip Code		Address	
Coordinator #: FA <span style="float: right;"><i>(Your coordinator # will appear on your permit. Refer to it for future application submittals.)</i></span>		City	
Chief Executive Organizer or Event Chairperson		Food service Date(s)	Food service Time(s)
Phone #	Cell Phone #	Food service Date(s)	Food service Time(s)
Food Booth Coordinator (if different from above)		Food service Date(s)	Food service Time(s)
Phone #	Cell Phone #	Total # of Temporary Food Permits Requested	
Email address (permits emailed)			

**AS THE EVENT COORDINATOR (EC) WE WILL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING FOR FOOD VENDORS: check all that apply**

<input type="checkbox"/> <b>Food Booths:</b> Booth Rental Company: _____ * At minimum, a cleanable floor surface and overhead protection is required for all food/beverage operations. If open foods are handled, the booth must be fully enclosed with side walls. * Check with local Fire Dept. regarding approved food booth materials.	<b>Waste Disposal:</b> <i>Vendors may not take their wastes with them thus the EC must:</i> <input type="checkbox"/> Provide garbage and trash dumpsters. <input type="checkbox"/> Provide liquid waste containers. <input type="checkbox"/> Use existing janitorial sink available for liquid waste disposal. <input type="checkbox"/> Provide grease waste containers. <input type="checkbox"/> Provide metal waste containers for spent charcoal
<b>Employee Restrooms:</b> <i>Provide at least 1 toilet facility per 15 food employees within 200 feet of every food booth. Each toilet facility/structure shall be provided with hand washing facilities.</i> <input type="checkbox"/> Provide portable toilet facilities and hand washing facilities (adjacent to toilet facilities) <input type="checkbox"/> Existing restroom structures available. Number of toilets provided for employees: _____	<b>Potable Water:</b> <input type="checkbox"/> City Municipal Water (no Reclaimed water). * Water hose shall be of food grade material - no garden hoses. <input type="checkbox"/> Commercially purchased bottled water. <input type="checkbox"/> Well water - submit bacteriological water test for E. Coli, dated within 3 months of the event. <input type="checkbox"/> Commercial ice
<input type="checkbox"/> <b>Event Coordinator will notify all Temporary Food Facilities which services will not be provided for them at the Event.</b>	<b>Facilities available for common use (upon approval by this Department):</b> <input type="checkbox"/> Refrigeration <input type="checkbox"/> Storage <input type="checkbox"/> Warewashing <input type="checkbox"/> Other

**Administrative Responsibilities for ALL Coordinators:**

- \* Distribute permits to all vendors and ensure they are posted.
- \* Provide Temporary Event Requirements and Checklists to first-time operators. Ensure all vendors adhere to Temporary Event requirements.
- \* Event Coordinator or Representative available onsite to conduct a walk-thru inspection with DEH Specialist the day of the event.

*The undersigned hereby applies for a Permit to Operate (except events with only one food operation) and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. The undersigned is aware that non-compliance may result in closure of temporary food facilities. Any inspection time more than twenty minutes may be assessed, in 15 minute increments, at the current hourly rate approved by the Board of Supervisors, until the necessary changes or corrections are made. Re-inspections are subject to additional fees. Additionally, the undersigned agrees that the Organizer as noted above is responsible for all fees (including permit investigations) applied to the event's invoice.*

**Payment of applicable fees to secure valid permits is required before commencing or continuing operations. Failure to do so may result in a misdemeanor citation, permit suspension/revocation proceeding, and/or closure.**

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_