



COMMUNITY EVENT ORGANIZER APPLICATION

ENVIRONMENTAL HEALTH - COMMUNITY EVENTS PROGRAM

5050 Commerce Drive, Baldwin Park, CA 91706

www.publichealth.lacounty.gov/eh – (626) 430-5320



Submit 30 days in advance of the event

Application submitted less than 14 calendar days prior to the start of the event will be subjected to a late processing fee.

Applications submitted in less than two business days before the event will not be processed.

TYPE or PRINT IN Black or Blue INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

ORGANIZER INFORMATION	EVENT INFORMATION
Organizer DBA Name:	Name of Event:
Mailing Address:	Date(s) of Event:
Event Organizer Contact Name: _____ Phone: _____ Email: _____	Event Address: _____ Event Location: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event
Number of Temporary Food Facilities (TFFs) by Type Prepackaged Only: _____ Prepackaged with Sampling: _____ Food Demonstration: _____ Food Preparation: _____ Unpermitted Food Trucks/Carts: _____ LA County Permitted Food Trucks/Carts: _____ Total Number of Food Facilities: _____	Hours of Event: Set Up Hours: _____ to _____ Event Hours: _____ to _____ Anticipated Maximum Attendance at Peak Time: _____ Type of Organization: <input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Non-Profit
On-site Person in Charge: Name: _____ Phone: _____	Permit Fees Paid By: <input type="checkbox"/> All Permit(s) paid by Event Organizer in one payment <input type="checkbox"/> TFF permit(s) paid by individual operator

COMMUNITY EVENT SITE MAP

Provide a Site Plan/Site Map of the Community Event indicating the location of the following:

1. Temporary Food Facilities (include Name/DBA if available)
2. Permitted Food Trucks and Carts (must comply with restroom distance requirement)
3. Water supply
4. Toilet and Handwashing facilities (quantity of each and distance from food booths)
5. Trash disposal containers (quantity)
6. Location of shared warewashing facilities
7. Refrigerated trailer for food storage, if provided
8. Janitorial facilities
9. Location of animals, rides, attractions (include distance of food facilities from live animals)

<p>Food Booths</p> <p>Provided by: <input type="checkbox"/> Event Organizer <input type="checkbox"/> Food Booth Operator</p> <p>Size: _____ Wall Material: _____ Floor Material: _____ Size of Pass-Through Window: _____</p> <ul style="list-style-type: none"> • Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection. • Prepackaged food booths require a washable floor and overhead protection. • Pass-through window for customer service is not greater than 216 square inches. 	<p>Toilet Facilities for Food Handlers</p> <p>Number of food workers: _____</p> <p>Number of toilets: _____</p> <p>Number of handwashing sinks: _____</p> <p>Distance from food workers: _____</p> <ul style="list-style-type: none"> • One toilet is required per 15 food workers and must be located within 200 feet of all food facilities. • Handwashing facilities must be adjacent to toilet facilities. • Hand soap, single-use towels, and trash receptacle must be provided at all handwashing sinks. • Toilet facilities for food handlers are NOT to be shared with the public.
<p>Warewashing Sinks</p> <p>Who will provide the 3-compartment sink? <input type="checkbox"/> Event Organizer <input type="checkbox"/> Food Booth Operator</p> <p>Number of TFFs preparing open food: _____ Number of 3-compartment sinks provided with hot (120F) and cold running water: _____</p> <p>Who is providing the detergent, sanitizer, and test strip? <input type="checkbox"/> Event Organizer <input type="checkbox"/> Food Booth Operator</p> <p>Water Source <input type="checkbox"/> Approved plumbing system <input type="checkbox"/> Reservoir tank – gallons of water per sink: _____</p> <ul style="list-style-type: none"> • One warewashing sink located within 100 feet may be shared by up to 8 TFFs. • Warewashing sink must be adjacent to the TFF, have overhead protection, and be inaccessible to the public. 	<p>Overnight Storage for Multiple Day Events</p> <p>Provided by: <input type="checkbox"/> Event Organizer <input type="checkbox"/> Food Booth Operator</p> <ul style="list-style-type: none"> • Food and utensils must be stored overnight in a secure, vermin proof and weatherproof location. • Potentially hazardous foods must be stored overnight under mechanical refrigeration. <p>Is a refrigerated trailer provided for temporary food establishment? <input type="checkbox"/> Yes <input type="checkbox"/> No Indicate location on Site Plan.</p> <p>Electrical Supply</p> <p>Is electrical service provided for food equipment and lighting at booths? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is electrical service provided overnight for refrigeration? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Refuse Removal</p> <p>Identify company responsible for refuse disposal: Name of Company: _____ Address: _____</p> <p>Number of trash containers: _____ How often are trash containers emptied? _____</p> <p>Is there a central refuse collection site? Indicate on Site Plan <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Petting Zoo</p> <p>Live animals/petting zoo at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Handwashing facility with signage at petting zoo exit Provided by: <input type="checkbox"/> Event Organizer <input type="checkbox"/> Petting Zoo</p> <ul style="list-style-type: none"> • Animal areas must be located at least 20 feet away from any food booth.
<p>Liquid Waste Removal</p> <p>Provided by: <input type="checkbox"/> Event Organizer <input type="checkbox"/> Food Booth Operator</p> <p>Identify responsible party for liquid waste removal: Name/Company: _____ Address: _____ Phone: _____</p> <p>Frequency of liquid waste removal: _____ per day</p>	

EVENT ORGANIZER ACKNOWLEDGEMENT

As an Event Organizer, you acknowledge that you understand your role and responsibilities by initialing the following statements:

- _____ 1 I understand food and beverage operations at events will not be permitted to operate if payment has not been received and permits issued prior to the event date. Prorated billing is not available. Credits or refunds cannot be issued after your application has been processed, regardless of participation in the event or inspection by this department.

- _____ 2 I understand a supplemental fee will be invoiced, in addition to the required permit fee, if the application submittal and/or modifications to the original application are submitted less than 14 days before the event start date. Modifications include, but are not limited to, correcting incomplete applications, changes to the menu, addition of participating vendors, warewashing facilities, etc.

- _____ 3 I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate the event, suspension of the approval to operate the affected food booths, and/or may result in the filing of misdemeanor charges. California Retail Food Code Section 114395.

- _____ 4 I understand that I am responsible for obtaining approval from all applicable agencies, including the local fire department, planning department and Alcohol Beverage Control.

- _____ 5 I understand that I will be charged up to three times the permit fee if found operating without a valid health permit. I understand that permits are non-transferable. California Retail Food Code Section 114387.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I consent to all necessary inspections made according to law and incidental to the issuance of this permit and the operation of this business. I understand and hereby consent to any information I provide on this permit application to be considered a public record subject to disclosure under the California Public Record Act.

APPLICATION COMPLETED BY:

Printed Name: _____ **Title:** _____

Applicant Signature: _____ **Date:** _____

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Date Application Received: _____	Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for denial:	Reviewer Signature _____	
<input type="checkbox"/> Application Reviewed		Date:	
Amount Paid:	Invoice #:		

FEES ARE NONREFUNDABLE

Community Event Fee Descriptions	Fiscal Year 2022 – 2023 Fee
Pre-packaged TFF	\$82.00
Pre-packaged TFF with Samples	\$116.00
Food preparation TFF	\$184.00
Food Demonstration TFF	\$59.00
Pre-packaged Annual Site Specific TFF	\$164.00
Pre-packaged Annual Site Specific with sampling TFF	\$209.00
Food preparation Annual Site Specific TFF	\$507.00
Seasonal Pre-packaged TFF	\$82.22
Seasonal Pre-packaged with Samples	\$116.00
Community Event Organizer	\$358.00
Out of County/Unpermitted Mobile Food Facility (Pre-packaged)	\$82.00
Out of County/Unpermitted Mobile Food Facility (Open Food)	\$184.00
Late Fee (minimum \$50 or 25% of fee)	Varies

Payment Options

Pay Online:

You can pay for your Public Health Permit online using your Credit Card (Visa, MasterCard, American Express, Discover), Debit Card, or with an Electronic Check (ECheck). Please note that there is an additional convenience fee charge per transaction using online payment process. The convenience fee for Credit/Debit Cards is 2.22% (with a minimum of \$1.49) and \$0.49 for Electronic Checks.



Pay In-Person:

You may make a payment in person at the Environmental Health Headquarters located on the address below or any of our other Environmental Health District Offices between the hours of 8:00 am – 4:00 pm, Monday through Friday. Please contact the Community Events Program for available offices to make a payment. An acceptable form of payment includes Cash, Cashier's Check, or Money Order (Please note: No personal checks). Cash payments made in person must be in the exact amount. Please have your Account ID number and Invoice number available at the time of payment.

Department of Public Health - Environmental Health Division
 Permit and Licensing Program – Cashier/Registration
 5050 Commerce Drive
 Baldwin Park, CA 91706
 (626) 430-5350

Visit our website for other locations at <http://publichealth.lacounty.gov/eh/>

Payment Instructions:

- You will not be able to make a payment until your application(s) have been received and an invoice has been generated.
- Please have your Account ID number **and** the Invoice number ready. Both are available on the invoice statement.
- Payments made online must be paid in full, no partial payments will be accepted.
- You will need to accept the online payment process Terms and Conditions to complete your payment.
- **Important** - Once your online payment has been accepted; **you must print your receipt and submit a copy** of the receipt to the Community Events Program for proof of payment prior to the permit being issued. **Proof of payment must be submitted before the review of your applications will begin. If proof of payment is not submitted at least 14 days prior to the event, applications will be subject to the late fee, regardless of when the application was submitted to Environmental Health.**

Should you have any questions or concerns, please feel free to contact us at communityevents@ph.lacounty.gov or (626) 430-5320 from 8:00 a.m. to 5:00 p.m., Monday through Friday, except Holidays.