



## Temporary Food Facility Event Organizer Checklist



A Temporary Food Facility (TFF) can only operate at community events approved by San Bernardino County Department of Public Health, Environmental Health Services (EHS). It is the responsibility of the Event Organizer to ensure that all TFF Vendors at the event comply with food safety and sanitary requirements enforced by EHS.

**An Event Organizer Permit is required for any events where two or more food vendors are present.**

The following self-inspection checklist can assist with meeting the necessary requirements.

PRIOR TO THE EVENT
<input type="checkbox"/> Obtain documentation from the city or county agency granting approval for the community event (e.g. city office organizing/sanctioning the event)
<input type="checkbox"/> Ensure all food vendors have a current, valid, unsuspended and unrevoked TFF or Mobile Food Facility (MFF) health permit. Health permits are non-transferable. All vendors shall have their health permit readily available at their booth throughout the event.
<input type="checkbox"/> Provide the List of Participants/Vendors. EHS will review it and advise the Event Organizer of any unapproved or unpermitted vendors. If any changes are made to the List of Participants/Vendors, provide EHS with an updated list. Only vendors listed on the approved vendor list will be permitted to operate at the event.
<input type="checkbox"/> Provide permit verification for the approved food facility, if being used to prepare food at the event.
<input type="checkbox"/> Provide potable water supply, approved wastewater disposal site, trash disposal, electricity (if available) and toilet facilities with handwashing stations (within 200 feet of each TFF booth).
DAY OF EVENT
<input type="checkbox"/> No home preparation or storage of food and beverage is allowed. All prepackaged foods will be properly packaged and labeled at an approved facility (excluding cottage food permit).
<input type="checkbox"/> All potentially hazardous foods will be maintained at or below 45°F (41°F is required if the food is to be used for another day) or 135°F or above and discarded at the end of the day.
<input type="checkbox"/> All food preparation (cooking and preparing of food/beverages) for vendors is conducted inside a fully enclosed booth. All cooking equipment other than approved barbeques must be kept inside the approved enclosed booth, unless specifically exempted by EHS. If you are going to be using cooking equipment, consult with the local fire jurisdiction regarding fire code regulations. Approved barbeques must have overhead protection.
<input type="checkbox"/> Provide a pressurized handwashing sink or simplified handwashing set-up (i.e. 5 gallon igloo-type) with warm water, pump style soap, paper towels and a wastewater collection container inside all food/beverage preparation and sampling booths. Wastewater must be contained at all times. Simplified handwashing set-ups are only allowed for events that last 3 days or less.
<input type="checkbox"/> Provide a 3-compartment warewashing sink for all food/beverage preparation booths. Buckets are not approved compartments for warewashing. Overhead protection is required for all warewashing sinks. Any shared 3-compartment warewashing sinks that are provided by the Event Organizer must be maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than 4 vendors can use a shared warewashing sink. All warewashing sinks must be supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited, then 15 gallons is required. Wastewater must be contained at all times.

For more information on TFF operating requirements, contact EHS at 1-800-442-2283 or visit the EHS website at [wp.sbcounty.gov/dph/programs/ehs](http://wp.sbcounty.gov/dph/programs/ehs). You can find the California Retail Food Code (Cal Code) on our Program & Services webpage under the Food Facilities section.



**TEMPORARY FOOD FACILITY EVENT ORGANIZER  
HEALTH PERMIT APPLICATION**

<b>THIS SECTION TO BE COMPLETED BY APPLICANT • HEALTH PERMITS ARE NOT TRANSFERABLE</b>			
<b>PERMIT CATEGORY</b>			
Food Event: Temporary Food Facility (TFF) – Event Organizer			
<b>NOTE: TFF PERMITS ARE ONLY VALID FOR ENVIRONMENTAL HEALTH SERVICES (EHS) APPROVED COMMUNITY EVENTS.</b>			
<b>EVENT ORGANIZER INFORMATION</b>			
Name of Event Organizer:		Phone Number:	
Company/Organization (If applicable):		Email:	
Address:	City:	State:	Zip:
<b>DAY OF EVENT INFORMATION</b>			
Name of Contact Person:		Phone Number:	
Location:			
<b>DETAILS OF TEMPORARY EVENT</b>			
Name of Event:		Date(s) of Event:	
Site Address:	City:	Total Number of Event Days:	
Set Up Time: From _____ To _____	Open to Public: From _____ To _____		
<b>INVOICE INFORMATION</b>			
Mail To:		Attention To:	
Address:	City:	State:	Zip:
<b>ALL FEES ARE DUE AND PAYABLE PRIOR TO THE FIRST DAY OF OPERATION. MAKE CHECKS PAYABLE TO: SAN BERNARDINO COUNTY</b>			
This application, and all subsequent fees, must be submitted at least 2 weeks prior to the event. A late fee will be assessed if the application is not completed a full 48 hours prior to the day of operation (Example: Fees are due on Wednesday for a Saturday event). Failure to complete the application and pay all fees will result in the assessment of a delinquent fee or closure.			
<b>Health permits are non-transferable and must be posted in a visible place within the TFF food booth. A TFF may only operate at community events approved by the San Bernardino County Department of Public Health, EHS.</b>			
<b>For Office Use Only</b>			
Fee:	FA Number:	Record ID:	Program Identifier:
Late Fee: <input type="checkbox"/> Y <input type="checkbox"/> N	Designated Employee:		PE Number:
Received By:		Date:	
Check One: <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Reactivate		Changes (Please specify):	

**TFF – EVENT ORGANIZER**

**HEALTH PERMITS ARE NON-TRANSFERABLE AND MUST BE POSTED IN A VISIBLE PLACE WITHIN THE EVENT LOCATION.**

Indicate the total number in each category:

Fully enclosed booths (nonprepackaged food preparation) \_\_\_\_\_

Prepackaged food booths \_\_\_\_\_

Number of shared 3 compartment sinks \_\_\_\_\_

**NOTE: IF THE EVENT ORGANIZER IS PROVIDING 3 COMPARTMENT SINKS FOR VENDORS, EACH SINK MAY ONLY SERVICE UP TO 4 VENDORS AND MUST BE LOCATED WITHIN 100 FEET OF EACH BOOTH.**

All applications must include a site map (e.g. drawn, professional, etc.) indicating the following locations and the distances between each location.

- All food facilities (the number of vendors must correspond with the List of Participants/Vendors)
- Toilet facilities with associated handwashing station(s)
- Three compartment warewashing sink (if provided by the Event Organizer)
- Trash receptacles
- Potable water source
- Waste water disposal site
- Electricity (If available)

**SITE MAP**



**TFF – EVENT ORGANIZER**

**EVENT ORGANIZER RESPONSIBILITIES**

It is the responsibility of the Event Organizer to ensure that all TFF Vendors at the event comply with food safety and sanitary requirements enforced by EHS.

**Prior to Event:**

- Obtain documentation from the city or county agency granting approval for the event.
- Provide the List of Participants/Vendors. EHS will review it and advise the Event Organizer of any unapproved or unpermitted vendors. If any changes are made to the List of Participants/Vendors, provide EHS with an updated list. Only vendors listed on the approved vendor list will be permitted to operate at the event.
- Ensure all food vendors have a current, valid, unsuspended and unrevoked TFF or Mobile Food Facility (MFF) Health Permit. Health permits are non-transferable. All vendors must have their health permit readily available at their booth throughout the event.
- Provide permit verification for the approved facility, if preparing food at the event.
- Provide potable water supply, approved wastewater disposal site, trash disposal, electricity (if available), and toilet facilities with handwashing stations (within 200 feet of each TFF booth).

**Day of Event:**

- No home preparation or storage of food and beverage is allowed. All prepackaged foods will be properly packaged and labeled at an approved facility (excluding cottage food permit).
- All potentially hazardous foods will be maintained at or below 45°F (41°F is required if the food is to be used for another day), or 135°F or above and discarded at the end of the day.
- All food preparation (cooking and preparing of food/beverages) for vendors is conducted inside a fully enclosed booth. All cooking equipment other than approved barbecues must be kept inside the approved enclosed booth, unless specifically exempted by EHS. Contact the local fire jurisdiction where the event is being held regarding applicable fire code requirements.
- Provide a pressurized handwashing sink or simplified handwashing set-up (i.e. 5 gallon igloo-type) with warm water, pump style soap, paper towels, and a wastewater collection container inside all food/beverage preparation and sampling booths. Wastewater must be contained at all times.
- Provide a 3 compartment warewashing sink for all food/beverage preparation booths. Overhead protection is required for all warewashing sinks. Any shared 3 compartment warewashing sinks that are provided by the Event Organizer must be maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than 4 vendors can use a shared warewashing sink. All warewashing sinks must be supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited, then 15 gallons is required. Wastewater must be contained at all times.

**DECLARATION AND SIGNATURE**

I hereby give my approval to the Participants/Vendors listed above to participate in the temporary event for which I am an Event Organizer. I agree to abide by all requirements as an Event Organizer. Furthermore, I will not allow unauthorized Participants/Vendors to serve food/beverage at this event.

Signature of Event Organizer:

Date:

Print Name:

Title:

The Event Organizer may request to make an appointment to meet with a staff member from EHS if any questions arise before or after the event. To make an appointment, please contact EHS at (800) 442-2283.

**TFF – EVENT ORGANIZER**

Name of Event:	Date(s) of Event:
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Location:

The following List of Participants/Vendors must be submitted to EHS, along with Application for TFF Health Permit.  
As an Event Organizer, you are authorizing the List of Participants/Vendors to participate at the event stated above and have verified that each one has a valid health permit Submit additional lists as needed.

**LIST OF PARTICIPANTS/VENDORS**

NAME OF THE TFF	NAME OF OWNER	PHONE NUMBER	E-MAIL ADDRESS	PR NUMBER AS SHOWN ON VENDOR HEALTH PERMIT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**PLEASE READ – DECLARATION AND SIGNATURE**

**ALL FEES ARE DUE AND PAYABLE PRIOR TO FIRST DAY OF OPERATION.  
MAKE CHECKS PAYABLE TO: SAN BERNARDINO COUNTY**

This application, and all subsequent fees, must be submitted at least 2 weeks prior to the event. A late fee will be assessed if the application is not completed a full 48 hours prior to the day of operation (Example: Fees are due on Wednesday for a Saturday event). Failure to complete the application and pay all fees will result in the assessment of a delinquent fee or closure.

I declare under the penalty of law, that to the best of my knowledge and belief, the statements made herein are correct and true. I have knowledge of, and commit to meet state law and relevant local regulations pertaining to the TFF Event Organizer Health Permit. I acknowledge the receipt of the TFF EO Checklist and the rules and regulations set forth by San Bernardino County. As the Event Organizer, I will ensure all food booths are in compliance with the TFF operating requirements mentioned in this application and set forth in the TFF Vendor and Event Organizer Packets. I hereby consent to all necessary inspections related to the issuance of a health permit and the operation of the business. Furthermore, I understand that failure to meet all requirements specific to the TFF Event Organizer Health Permit, supplemental attachments and those set forth by San Bernardino County may result in permit suspension and/or closure of the temporary event and/or business operating at the event.

<input type="checkbox"/> <b>Electronic Signature Only</b> By checking this box I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.	Date:
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Signature of Event Organizer:

Print Name:	Title:
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