



# EVENT ORGANIZER APPLICATION PACKET

AMADOR COUNTY ENVIRONMENTAL HEALTH, 810 COURT STREET, JACKSON, CA 95642  
(209) 223-6439 - [www.amadorgov.org](http://www.amadorgov.org) - ACEH@amadorgov.org

# EVENT ORGANIZER PERMIT

## Self-checklist (Do not submit this page)

**An event organizer permit is required when two or more temporary food facility (TFFs) booths will be at an event. (CA Retail Food Code Section 114381.1) The following is required to obtain a permit:**

- Provide vendors with Temporary Food Facility (TFF) application packet for completion.
- TFF APPLICATIONS - Collect completed TFF applications from all food vendors.
- FEES - Collect TFF vendor fees:
  - a. \$32 from TFF vendors.
  - b. \$32 fee is required to be paid by cottage food operators and restaurants that have not previously obtained an annual TFF.
  - c. Veterans - Fee is waived for Veterans that have a Form DD 214.
  - d. Non- Profit - Fee is waived for non-profit vendors.
  - e. Permitted Food Facilities - Fee is not required if mobile units, caterers, and annual temporary food facilities are currently permitted to operate by Amador County Environmental Health.
- EVENT ORGANIZER APPLICATION PACKET –Complete the following forms
  - 1. Event Organizer Application page
  - 2. Food Vendor List
  - 3. Event Site Map – Sketch the following on the diagram or submit own site map.
    - a. location of all food/beverage booths and mobile food units
    - b. location and number of toilets (1 toilet per 15 employees within 200 feet of each temporary food facility)
    - c. location of all ware washing sinks for common use if not inside the booth
    - d. source and location of water supply faucets
    - e. location and number of garbage containers/dumpsters
    - f. location and number of waste water holding tanks and dump stations
    - g. street names and location
- SUBMIT TWO WEEKS PRIOR - to Environmental Health completed applications
  - 1. Event Organizer Application
  - 2. Food Vendor List
  - 3. Event Site Map
  - 4. All food vendor applications
- PAYMENT - Pay to Amador County Environmental Health with above submittal:
  - a. \$96 event organizer fee
  - b. Applicable \$32 TFF vendor fees collected



AMADOR COUNTY COMMUNITY DEVELOPMENT AGENCY  
**ENVIRONMENTAL HEALTH DEPARTMENT**

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## EVENT ORGANIZER APPLICATION

### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Food Booths will be set up on (date) \_\_\_\_\_ at (time) \_\_\_\_\_

Number of food booths: \_\_\_\_\_

Is this event:  for profit  for non-profit  veteran exempt

### ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Phone for Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### EVENT UTILITIES

Number of faucets available for potable water: \_\_\_\_\_

Number of waste water dump stations and holding tanks : \_\_\_\_\_

Is electricity supplied/available for each food vendor? \_\_\_\_\_

Method of disposal for waste water from food booths? \_\_\_\_\_

Where will ice be supplied from? \_\_\_\_\_

Is there at least one toilet facility per 15 employees within 200 feet of food facilities? \_\_\_\_\_

Number of garbage containers dumpsters dedicated to food booth wastes? \_\_\_\_\_





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### SITE MAP OF THE EVENT

Provide map of the layout of the event, indicating the following:

- Food Vendors (identify each vendor on map)
- Site Location (provide name)
- Restrooms—distance in feet to food booths
- Waste Water Dump Stations



- Garbage Area(s)
- Water Source(s)
- Common Ware Washing Facilities



EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

N  
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NOTE: This diagram does not have to be drawn to scale, but accurate, linear distance measurements shall be provided.