



EVENT ORGANIZER APPLICATION PACKET

AMADOR COUNTY ENVIRONMENTAL HEALTH, 810 COURT STREET, JACKSON, CA 95642
(209) 223-6439 - 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. \$51 from TFF vendors.
- b. Veterans - Fee is waived for Veterans that have a Form DD 214.
- c. Non- Profit - Fee is waived for non-profit vendors (IRS 503c).
- d. Permitted Food Facilities - Fee is not required if mobile units, caterers, cottage food operators, catering restaurants 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. \$112 event organizer fee
- b. Applicable \$51 TFF vendor fees collected

Incomplete or illegible applications that require additional research or staff time to review will be assessed an additional fee of \$120 per hour.



AMADOR COUNTY COMMUNITY DEVELOPMENT AGENCY
ENVIRONMENTAL HEALTH DEPARTMENT

PHONE: (209) 223-6439
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WEBSITE: www.amadorgov.org
E-MAIL: ACEH@amadorgov.org

COUNTY ADMINISTRATION CENTER • 810 COURT STREET • JACKSON, CA 95642-2132

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

Anticipated number of public attendees: _____

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.

HIGHWAY 88

CHURCH STREET

