

San Mateo 2011 \$98.00



# VENDOR

San Mateo County Health Department  
Environmental Health Services Division  
2000 Alameda de las Pulgas, Suite 100  
San Mateo, CA 94403  
www.smhealth.org/environ  
(650) 372-6200 fax (650) 627-8244

## Temporary Event Permit Application

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Have you previously applied for a temporary event health permit?  YES  NO

IF YES, PLEASE PROVIDE YOUR REFERENCE IDENTIFICATION NUMBER \_\_\_\_\_

Fee Exempt?  YES  NO see below for fee exemption explanation.

A separate form is required for each event you participate in. Submit forms and fees through your event coordinator by the deadline date set by the coordinator.

### EVENT INFORMATION

EVENT NAME \_\_\_\_\_ DATE & TIME \_\_\_\_\_

ADDRESS OF EVENT \_\_\_\_\_ CITY \_\_\_\_\_

SPONSOR \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_

### VENDOR INFORMATION

VENDOR BOOTH NAME \_\_\_\_\_

VENDOR OWNER \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

### FEE SCHEDULE

DISCOUNTED GROUP FEE	If all applications are received from the Event Coordinator in one packet with one check to cover all fees at least 14 days prior to first day of event then the DISCOUNTED GROUP FEE is \$98 per booth. The coordinator fee is \$153 unless it is a non profit organization.
APPLICATION FEE	Any application received 2-13 days before the event will result in all booths being charged \$296 per booth. Acceptance of application(s) does not imply automatic approval to operate at the event. Applications received less than 2 days before the event will not be accepted.
PENALTY FEE	Any booth found operating at the event without a Permit to Operate may be closed by this Department and/or charged up to three times the Application Fee.
APPLICATION FEE EXEMPT	<input type="checkbox"/> Non Profit -100% of profits go to a non-profit organization. Proof of non profit must be provided. <input type="checkbox"/> Letter from charity who received donated funds. <input type="checkbox"/> Veteran - Proof of service must be provided.

### TYPES OF FOOD BEING SOLD & PREPARATION METHODS

MENU - List all foods and condiments proposed prepared and/or sold from this food booth (i.e. meat, rice, beans, dairy, dispensed soda, bottled drinks, condiments such as diced onion, mustard, etc.). For additional items, please list on a separate sheet of paper and attach with application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT PRINTED NAME \_\_\_\_\_ TITLE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CHECK ALL BOXES THAT APPLY TO YOUR OPERATION**

**WATER- Approved water for drinking, cooking, hand washing, and utensil sanitizing will be provided by:**

Bottled Water       Approved Hose       Other describe \_\_\_\_\_

**FOOD STORAGE - FOOD WILL BE STORED AT:**

Commissary       Refrigerated Vehicle       Permitted Kitchen       Direct from purchase to event

**COOKING EQUIPMENT - TYPE OF COOKING EQUIPMENT TO BE USED:**

Stove       Grill       BBQ       Hot Plate       Rotisserie       Other describe \_\_\_\_\_

**EQUIPMENT USED TO HOLD POTENTIALLY HAZARDOUS FOODS:**

**COLD TEMPERATURE REQUIREMENT 41° F OR BELOW .**  
**HOT TEMPERATURE REQUIREMENT 135° F OR ABOVE.**

Steam Table       Ice       Mechanical Refrigeration       Other describe \_\_\_\_\_  
 Electric Hot Plate or Crock Pot       Igloo/Approved thermo unit       Not required for this operation

**OTHER REQUIREMENTS:**

-HANDWASH STATION-Required as described in guidelines prior to any food preparation at booth.

-UTENSIL WASHING & SANITIZING FACILITIES-check one only

3 container sanitizer set up - sized to fit largest utensil used       3 - compartment commercial sink

-WIPING TOWELS IN SANITIZER - as described in Requirements for Temporary food sales.

-WASTEWATER DISPOSAL FACILITIES

describe \_\_\_\_\_       Sponsor to provide describe \_\_\_\_\_

-TOILET FACILITIES-Required as described in Requirements for Temporary Food Sales

**COMPLETED BY APPLICANT**

I \_\_\_\_\_ certify that no foods served at this event will be prepared or stored in a private residence. All foods will be prepared at the booth or at the approved commissary listed below.

Are you a California Registered Non-Profit Corporation?  YES  NO NON-PROFIT ID # \_\_\_\_\_

**Proof of Non-Profit status must be submitted with application to qualify for fee exemption.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\* If a restaurant or other commercial facility will be used for any food preparation, the following section must be completed and signed by the **owner of that facility**.

**COMMISSARY AUTHORIZATION**

The Food Vendor listed on the front of this Vendor Application has permission to use the food facility named below for preparing and storing food on the following dates: \_\_\_\_\_

Facility/Commissary Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Owner/Operator Name: \_\_\_\_\_

Signature of Food Facility Owner/Operator: \_\_\_\_\_ City: \_\_\_\_\_



### CHECKLIST FOR TEMPORARY FOOD BOOTH

This checklist shall be posted inside the booth during operation. Please initial next to each item indicating that the item has been provided for your booth:

\_\_\_\_\_ Covered thermal insulated container with a spout that stays on for washing hands.

\_\_\_\_\_ Clean, warm water in the thermal insulated container for washing hands.

\_\_\_\_\_ 5 gallon bucket to catch wastewater from hand washing.

\_\_\_\_\_ Liquid hand soap.  
\*“Handy Wipes and Hand Sanitizers” are not to replacement the hand wash station. Hand Sanitizers may be used in addition to regular hand washing.

\_\_\_\_\_ Paper towels.

\_\_\_\_\_ Metal stemmed thermometer with a temperature range of 0°F-220°F for measuring food/refrigeration/cooking temperatures.

\_\_\_\_\_ Thermometer inside each refrigeration unit to monitor air temperature.

\_\_\_\_\_ Three-compartment sink with hot and cold running water, or bucket system describe in Appendix A.

\_\_\_\_\_ Dishwashing soap and sanitizer (e.g., household bleach).

\_\_\_\_\_ Know the Waste water disposal location. Ask the Event Coordinator before operating.

\_\_\_\_\_ Adequate number of tables with washable surfaces.

\_\_\_\_\_ Adequate number of serving spoons, spatulas, tongs, scoops, ice scoop, cutting boards, etc.

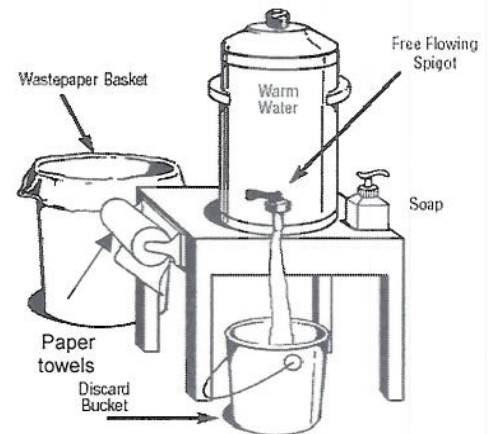
\_\_\_\_\_ Labeled Sanitizer and bucket for wiping cloths and/or sponges.

\_\_\_\_\_ Chemical test kit for sanitizer.

\_\_\_\_\_ Tongs and/or disposable plastic gloves for food handling.

\_\_\_\_\_ Equipment to maintain cold foods at 45°F or below.

\_\_\_\_\_ Equipment to maintain hot foods at 140°F or above.



\_\_\_\_\_ Condiment containers (pump type, squeeze containers, or containers with self-closing lids). Single service packets are recommended.

\_\_\_\_\_ Clean aprons or outer garments.

\_\_\_\_\_ Hair nets or hats to confine hair.

\_\_\_\_\_ Location at which food will be stored when booth is closed for the day.  
Location: \_\_\_\_\_

\_\_\_\_\_ Leak-proof and insect-proof garbage containers with plastic garbage bags.

\_\_\_\_\_ Adequate lighting provided.

**FOOD BOOTH:**

\_\_\_\_\_ Entirely enclosed with four complete sides , and a top (plywood canvas, plastic or fine mesh fly screen) .

\_\_\_\_\_ Name, address and telephone number on or adjacent to booth.

\_\_\_\_\_ Cleanable floor surfaces (tarp or other cleanable material).

\_\_\_\_\_ Closures for food pass-through openings at front service area.

\_\_\_\_\_ Pass-through window at rear or side of booth if barbecue facilities are part of operation

\_\_\_\_\_ Check with local Fire Department regarding necessary fire extinguishers.

\_\_\_\_\_ Weights to hold booth in place in high winds (if necessary).

NOTE: This list does not include all the necessary equipment you will need for your individual operation. Please contact the Environmental Health Division for questions on equipment requirements.

I have provided all of the above for the operation of my food booth. I understand that failure to provide all to the above items may result in immediate closure of my booth.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_