

Alameda County Environmental Health Department--Sponsor Application
Health Permit Application for Sponsors of Food Facilities at Temporary Events in Alameda County
(For events in the City of Berkeley contact City of Berkeley Environmental Health)

For Office Use Only

Date Rec'd ____/____/____ Rec'd By _____ Amt \$ _____ EV# _____ Approved By _____ Date ____/____/____

Name of Sponsor/Organizer (please print): _____

Person in Charge _____ Title _____

Phone () _____ - _____ Fax () _____ - _____ E-mail _____

Business Address	Mailing Address
Street # _____ Street Name _____ City _____ State _____ Zip _____	Street # _____ Street Name _____ City _____ State _____ Zip _____

Name of Event _____

Location of Event & City _____

Date(s) of the Event _____

Check one: ☐ Indoor ☐ Outdoor ☐ Other Start time: _____ End time: _____

Permit Fees – for July 1, 2011 through June 30, 2012

A Sponsor/Organizer Permit is required for each event (California Health and Safety Code Section 114381.1). Permits must be obtained prior to arriving at the event. No permits will be issued at an event. A Sponsor application and one application for each Food Facility Operator must be completed and submitted with all fees at least 10 working days prior to the event (annual permit holders must have a current, valid, original permit posted at the event). ***Applications and payment received less than 3 working days prior to the event will be charged a 50% penalty. **All Fee Exempt permit applications received less than 3 days prior to an event are subject to a \$50.00 penalty. (For a Saturday event, applications received on Thursday or Friday will be subject to late penalties.)** If an event is cancelled or an application is rejected, 50% of the application fee is not refundable. After June 30, 2012, print a new application form from the website, or call 510-567-6700 for fee amounts.

TEMPORARY EVENT SPONSOR FEES

Program Element	P/E 1911
Fee	\$132.00
50% Penalty*	\$66.00
Total with Penalty	\$198.00
Program Element	P/E 1912 fee exempt
\$50.00 Penalty**	\$50.00

Send Applications and Payment to Alameda County at least 10 working days prior to the event date to:

Alameda County Department of Environmental Health
Attn: Special Events Coordinator
1131 Harbor Bay Parkway
Alameda, CA 94502-6540

Phone (510) 567-6748
FAX (510) 337-9134
Web www.acgov.org/aceh/forms.htm

Make checks payable to: **Alameda County Environmental Health**

A copy of your application must be received by this office before an on-line credit card payment can be authorized.

I have read, understood and will abide by the requirements for temporary event sponsors and temporary booth food sales.

Application completed by _____ Title _____

Signature of Applicant _____ Date _____

Phone () _____ - _____ Contact Phone # the day of the Event () _____ - _____

Please complete all 3 pages of the Application.

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Submit a Site Plot Plan (Health and Safety Code section 114381.1)

Submit two sets of plans, 10 working days prior to event date, showing the general layout of the event indicating the proposed location of the following:

1. Food Facility Plan, specifications & location of each food facility including food booths.
2. Indicate who will be providing handwashing setups for each temporary food booth (sponsor or booth operator).
3. Show location of Potable Water Supply.
4. Show location of Toilet and Handwashing facilities and note the quantity at each location.
Provide one toilet with inside soap, towels & hot water for every 15 food handlers (about 1 toilet per 4 booths).
Provide additional toilets for the public.
5. Show location of Trash Disposal Containers (number).
6. Note if there are any Common Food Storage Facilities (Dry or Refrigerated storage).
7. Note the location of Liquid Waste Disposal Facilities/Bladders.
8. **Write in the distances from food booths to all other facilities on plot plan.**

One set of plans will be stamped "Approved" and returned to you. The inspector will keep the second set.

Water Supply

Location of potable water _____
Quantity of potable water (at least 20 gallons/booth per day) _____
Maximum distance to a temporary food booth from the water supply _____

Liquid Waste Disposal

Location of disposal _____
Type of container or disposal method _____
Capacity of container _____

Trash and Manure Disposal

Trash containers provided? YES _____ NO _____
How often are trash containers emptied? _____
If animal manure is present, how often is it removed? _____
Is there a central refuse collection site? (indicate it on the plan.) YES _____ NO _____
Is there a secondary refuse collection site? (indicate it on the plan.) YES _____ NO _____
Person(s) Responsible for trash/manure removal.
Name _____ Address _____

Toilet Facilities (include hand wash sinks supplied with hot and cold water and attached dispensers with single use soap & towels)

A minimum of one toilet for every 15 food handlers is required.

Number of toilets: FIXED _____ PORTABLE _____ (with water, soap & towels inside)

Location and distance from food facilities.

Location _____ Maximum distance from food facilities _____ feet (show on plan)

Do the toilet facilities have the handwashing inside? (i.e., running water, liquid soap and towels in dispensers?) YES _____ NO _____

Give details _____

Lighting and Electrical

If it is a night event, will you have lighting? YES _____ NO _____

Give details _____

Is electrical service provided for mobile food facilities and/or equipment at food booths? YES _____ NO _____

Handwashing Facilities for Each Booth

One handwashing station per food booth is required. We recommend that the sponsor provide handwashing facilities.

Who will provide the handwash facility in each booth? ☐ Event Sponsor OR ☐ Booth Operator

What type of handwash station will be provided?

Minimum: (1) 5 gallons of warm water,

(2) Liquid soap and single use towel,

(3) Waste water container

☐ Hot and cold running water

☐ 5 gallon dispenser with spigot

☐ Other _____

Miscellaneous Remarks (i.e., dust control methods, first-aid facilities, lighting, equipment, etc).

Approvals

Please obtain all required local city/county permits and approvals, e.g. Business License, Fire Department, Street Use and Insurance Carrier.

Please complete all three pages of the Application.

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Sponsor Contract

Regulations for Sponsors of Food Facilities operating at Community Events

As an event sponsor, **I agree to comply with all of the following:**

1. **Submit** a completed sponsor application form at least 14 days prior to the planned event date.
2. **Confirm** that every food vendor has a current health permit issued specifically for the event (original permits must be posted for public view at each facility/booth).
3. **Provide** solid and liquid waste receptacles, portable toilets (1 per 15 persons), and sufficient hand washing facilities furnished with liquid soap and disposable paper towels.
4. **Provide** site maps, detailing the locations of the food courts, toilets, hand washing facilities, solid and liquid waste disposal sites.
5. **Protect** the employees of the Alameda County Health Department from any abuse or harassments by individuals or representatives of other organizations, while the county employees are performing their assigned duties.
6. **Pay for any or all unpermitted food facilities*** found operating at the event without prior authorization from the Alameda County Health Department.
7. **I agree** that failure to comply with any or all of the above stated regulations may be a sufficient reason to deny me the issuance of a sponsor health permit now and in the future.
8. **I will renew my annual Sponsor Permit for this event** if the event occurs in the same location with the same schedule (weekly, bi-weekly, monthly, etc.) throughout the year.

Name of the Event: _____

Location of the Event and City: _____

Date(s) of the Event: _____

Number of Food Facilities* Selling or Giving Away Food:

of Food Booths

& # of Mobile Food Facilities (Trucks/Trailers/Carts)

☐ Attach to this packet a list of all Food Facilities* that will be operating at the event.

Sponsor's Name: _____ Cell Phone: _____

Sponsor's Signature: _____ Today's Date: _____

*Fixed or mobile food facilities including booths, carts, trucks, and trailers.