



# County of Yolo

PLANNING, PUBLIC WORKS AND  
ENVIRONMENTAL SERVICES DEPARTMENT

Environmental Health Division

292 W. Beamer Street, Woodland, CA 95695  
PHONE: (530) 666-8646 FAX: (530) 669-1448

## Community Event Organizers Guidelines

California Retail Food Facilities Law Section 114314 requires that community event organizers obtain a health permit for each community event where food or beverages are sold. Under this health permit, the event organizer will be responsible for providing and maintaining shared facilities such as restrooms, hand washing stations, common utensil sinks or other features as required by the law. The community event permit does not eliminate the required health permit for individual food booths. Each booth operator must still obtain a separate health permit.

To apply for the health permit, the organizer must submit the following items to Yolo County Environmental Health (YCEH) **at least 2 weeks prior to the event**:

1. A completed Community Event Organizer Permit application for the event.
2. A plan showing individual food booth locations. Include booths where any **edible** items will be sold. Also indicate on this plan the location and number of restrooms and associated hand washing facilities that will be provided. There must be at least one toilet for every 15 food workers.
3. A list of food booth participants that includes the name of the business or organization, contact person, phone number, and the location of the booth.
4. Provide the event schedule including the dates and times of booth set-up, official opening and closing time of the event.

The organizer's health permit will be issued with the following conditions:

1. The organizer will ensure that each booth will have a valid temporary food facility or mobile food facility health permit prior to the day of the event. Note: Health permits for food facility establishments are not valid for a community event.
2. The organizer will ensure that all common facilities required by Environmental Health such as restrooms, hand washing facilities, utensil washing units, etc., have been set-up and that these facilities will be properly maintained throughout the event.
3. The organizer will complete the Event Organizer Checklist and submit it to the inspecting Environmental Health Specialist at the beginning of the inspection.

Failure to obtain required health permits prior to operation can result in penalties or other legal actions.

The fee for the organizer health permit is based on the number of food booths at the event. Contact YCEH at (530) 666-8646 for the current fee.

Non-profit organizations can apply for a fee waiver for event organizer and temporary food facility permits. Non-profit organizations must complete the Affidavit for Exemption and submit it along with proof of non-profit status such as a letter from the IRS with recognition of exemption under section 501(c) (3, 4, 6 or 7).

Individual food booth operators can obtain a Temporary Food Facility Permit application packet by contacting YCEH at (530) 666-8646.

If you have any questions, please contact YCEH at (530) 666-8646 or [environmental.health@yolocounty.org](mailto:environmental.health@yolocounty.org)



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Office use only

Date Received	
Approved By	
Fee Received	\$
Receipt #	
Facility ID	

## COMMUNITY EVENT ORGANIZER PERMIT APPLICATION

**This form must be submitted two weeks prior to the event**

The fee for the Event Organizer Health Permit is based on the number of food booths to be present at the event. Contact YCEH at 530-666-8646 for the current fee.

California Law requires that in addition to the permit issued to each complying temporary food facility, a permit shall be obtained by the person or organization responsible for facilities or equipment that are shared by **two or more** temporary food facilities operating at a community event.

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

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

Date of Operation: \_\_\_\_\_ thru \_\_\_\_\_ Start and End Time: \_\_\_\_\_

Organizer's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ City & Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Number of Food Booths: \_\_\_\_\_

**Please submit all applicable fees and necessary information (listed below) at least 14 days prior to the event to avoid late charges.**

This application submittal shall include:

- Complete Food Vendors List.** Each food vendor must also submit a separate Yolo County Temporary Food Facility Permit Application and obtain a permit 2 weeks prior to operating.
- A detailed site plan indicating:**
  - Location of the event
  - Proposed locations of all food vendors including temporary food booths, mobile food facilities (e.g., carts, ice cream trucks) and mobile food preparation units (e.g., trailers, trucks)
  - Source and location of the potable water supply to each facility
  - Location of all garbage receptacles
  - Location of all shared utensil washing, if any, and janitorial facilities
  - Location of wastewater disposal (and used cooking oil disposal, if applicable)
  - Location and number of all toilet and hand washing facilities (must be within 200 feet of the food vendors)
- Yes, you may include my event on the Yolo County Environmental Health website.
- Other:** \_\_\_\_\_

**I understand that I am responsible for providing and maintaining all shared facilities. I have read and understand the attached special event organizer's guidelines.**

Signature of Organizer: \_\_\_\_\_ Date: \_\_\_\_\_



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## COMMUNITY EVENT ORGANIZER CHECKLIST

This checklist is provided to help you comply with health department regulations

**This checklist is to be completed and given to the Environmental Health Specialist (EHS) at the beginning of the inspection**

	CHECK LIST REQUIREMENTS	COMPLIES		
		YES	NO	N/A
1	Food booths located as indicated on map submitted to YCEH			
2	Each food booth has posted their Yolo County Health Permit			
3	Each food booth has posted the Temporary Food Facility Self-Inspection Checklist			
4	Each food booth has a copy of the Hot Holding Temperature Log for Potentially Hazardous Foods and a probe thermometer for taking temperatures			
5	Each food booth is fully enclosed (as required)			
6	Each food facility has bleach for sanitizing			
7	Potable water source is available for all food booths			
8	All restrooms & handwashing areas are maintained and stocked with soap, paper towels, & toilet paper			
9	All garbage containers are maintained			
10	All other shared facilities, such as warewashing sinks and waste water disposal locations are maintained			
11	No live animals are kept or allowed within 20 feet of any area where food is stored or held for sale (except for service or guide dogs)			

Comments or questions for the EHS:

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**NOTE:** This list may not include all the necessary requirements for the Event Organizer. Please contact Environmental Health at (530) 666-8646 for questions regarding Event Organizer requirements.

**I have verified all of the above items as per my responsibilities as the event organizer. I understand that I must provide this completed checklist to the EHS at the beginning of the inspection.**

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

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