



MARYSVILLE BOK KAI PARADE/FESTIVAL 2023
 February 25 & 26 – 10:00 a.m. to 4:00
 In Historic Chinatown Marysville

FOOD VENDOR FORM

THIS FORM IS FOR ANYONE SELLING FOOD ITEMS. THIS INCLUDES PACKAGED COMMERCIAL FOOD.

Business or Organization Name: _____

Contact Name(s): _____

Address: _____ City: _____ State, Zip: _____

Phone: _____ Email: _____

Instagram: @ _____ Facebook: _____

Please list any and all items being sold. Any items not listed will not be allowed. Use separate paper if necessary.
 Photos are appreciated. Photos can be email to bokkaiparade@gmail.com

YES, I have a towable/trailer unit.

****Vendors selling items at the parade must submit a valid CA Sellers Permit****

LIABILITY: (required)

In consideration of acceptance of the right to participate, entrants, and participants, by execution of the entry form, release and discharge City of Marysville, The Marysville Bok Kai Parade and their officers, directors, employees, agents, representatives and anyone else connected with the management or representation of the Bok Kai Parade of and from any and all known or unknown damages; Injuries, losses, judgments, and/or claims from any cause whatsoever that whatsoever that may be suffered by any entrant to his persons or property. Further, each entrant expressly agrees to indemnify all the forgoing entries, firms, persons, and bodies from any and all liability occasioned or resulting from the conduct of the entrants or any participant assisting or cooperating with entrant under the direction and control of entrant.

➡ I have read and agree with the **LIABILITY** portion of this form (please initial) _____

INSURANCE: (required)

Liability insurance is required by the City of Marysville for the Marysville Bok Kai Parade. Vendors must carry liability insurance of at least **\$1,000,000** for each occurrence and **\$2,000,000** general aggregate and issue a **CERTIFICATE OF INSURANCE** naming the City of Marysville and The Marysville Bok Kai Parade and their officers, agents and employees as **CERTIFICATE HOLDER** Without a **CERTIFICATE OF INSURANCE** and an **ENDORSEMENT** form naming the **City of Marysville, the Marysville Bok Kai Parade** as additional insured, issued by your insurance company, you will not be allowed to participate and no refund will be made in such case. Mail **CERTIFICATE OF INSURANCE** and **ENDORSEMENT** form with this application.

➡ I have read and agree with the **INSURANCE** portion of this form (please initial) _____

I understand and agree with the above terms and conditions. I understand that I may be removed from the event or denied the ability to set-up at the event without refund if this agreement is violated or if event staff deems my behavior inappropriate.

Signature _____ Date _____

APPLICATION DEADLINE:

Applications must be postmarked by February 13, 2023. Applications postmarked after February 13, 2023 may not be accepted.

FOOD VENDOR FORM

THIS FORM IS FOR ANYONE SELLING FOOD ITEMS. THIS INCLUDES PACKAGED COMMERCIAL FOOD.

**** All Food vendors must have a valid Food Permit from Yuba County Environmental Health ****
And must attach a copy with application.

TYPE OF SPACE	SIZE	# OF SPACES	COST FOR 1 DAY (SATURDAY)	COST FOR 1 DAY (SUNDAY)	COST FOR 2 DAYS (SAT&SUN)	SUBTOTAL
STANDARD FOOD SPACE	10'x10'	_____	\$150	\$150	\$200	\$ _____
FOOD TRUCK SPACE	10'x30'	_____	\$175	\$175	\$250	\$ _____

POWER/ELECTRICITY is NOT PROVIDED by the event: however, vendors are allowed to utilize their own generators if they are **"RUN SILENT"** units emitting no more than 61 decibels of sound.

YES, I will be providing my own generator and understand the generator noise restrictions.

TOTAL

\$ _____

**** Please make checks payable to The Marysville Bok Kai Parade ****

DO NOT FORGET THESE ITEMS:

- This application completed and signed.
- Your check for the full amount made payable to **THE MARYSVILLE BOK KAI PARADE**.
- Applications without check will not processed.
- A complete listing of any and all items you wish to sell.
- A copy of your valid CA Sellers Permit.
- A copy of your valid Yuba County Food Permit
- Temporary Food Facility Equipment Plan (enclosed with this application).
- Please remember: Liability insurance is required. **Mail or EMAIL: CERTIFICATE OF INSURANCE and ENDORSEMENT**
- Applications must be postmarked by February 13, 2023. Applications postmarked after February 13, 2023 not be accepted.

MAIL THIS APPLICATION TO:
THE MARYSVILLE BOK KAI PARADE
P.O. BOX 2717
MARYSVILLE, CA 95901

QUESTIONS? E-mail us at bokkaiparade@gmail.com

2023 Marysville Bok Kai Parade Vendor Letter of Agreement

By execution of this Letter of Agreement, Vendor agrees that:

Vendor desires to participate in the 2023 Marysville Bok Kai Parade. The Marysville Bok Kai Parade has agreed to accept the Vendor for the 2023 event. In addition, Vendor agrees to pay all fees due to The Marysville Bok Kai Parade for the purpose of conducting business in conformance with this Agreement, the following terms and conditions will apply:

Marysville Bok Kai Parade Requirements for Booth Participation:

1. Vendor's participation in the event is hereby relinquished if the signed Letter of Agreement and all fee/deposits due are not received by February 13, 2023.
2. This one-time Agreement requires renewal by both Vendor and The Marysville Bok Kai Parade each year. The Marysville Bok Kai Parade has no obligation to renew this Agreement for future events. Marysville Bok Kai Parade reserves the right to terminate this Agreement and remove any participant from grounds for cause at any time.
3. Vendor must submit a full product list, description(s) if needed and photos; along with the signed agreement/application.
4. Vendor agrees that the Event Committee is only providing the booth space. All exhibit displays, shelters, tables, chairs, tents, etc. if desired, must be provided the Vendor.
5. Drug & Alcohol Policy – Vendor and their employees may not consume alcohol during the event hours on site nor distribute alcohol to anyone, whether a member of the public or a participant of the event.
6. Vendor must use a tent that is clearly labeled as Fire Proof. All components of tents/canopies/10x10 pop-ups, to include sides, screens or other materials, must bear a fire-retardant certification seal of the State Fire Marshall (SFM) office. Further, booth owner must provide a current, working 10ABC fire extinguisher.
7. Vendors will provide proof liability insurance on or before February 13, 2023 that shows The Marysville Bok Kai Parade and The City of Marysville, their officers, directors, employees and/or agents are additionally insured. Liability limits are \$1,000,000.00 per incident and \$2,000,000.00 aggregate. Without insurance the Vendor will not be allowed to participate. No refund of booth fees will be granted in this case. Please submit your insurance to the Vendor Chairperson, by email bokkaiparade@gmail.com before February 13, 2023.
8. Vendor agrees to hold the event harmless from any liability whatsoever: for any claim injury (including but not limited to bodily injury, property damages, fire, theft, explosion, damage incurred by the act of nature), and for any loss sustained by Vendor or any person(s) working for Vendor while participating at the Event. This obligation to Vendor shall survive the termination or expiration of the Agreement, to defend, indemnify, and hold harmless Marysville Bok Kai Parade and its officers, directors, agents, and employees from all claims, demands, losses or liabilities, including but not limited to attorney fees and litigation costs and expenses, for any injury or damage to anyone (including family, friends, guests, agents, volunteers or employees of the Vendor) arising from Vendor's preparation for,

travel to and from attendance at and participation in the Event, Whether authorized by the agreement or not.

9. Vendor will be held responsible for any damages incurred by themselves, their workers or their guests. This includes but is not limited to booth construction, any property left of site, driving a vehicle on site and/or any damage that may occur as a result.

10. Oral agreements cannot supersede this agreement. Any modification of this agreement must be in writing and signed by both parties.

11. Vendor agrees to comply with all terms and conditions of this agreement and the rules, regulations and policies of the Event, and with all applicable federal, state, and local laws relating to payment of taxes.

12. We reserve the right to deny sale of items that have not been listed on the application. Any exhibitor/booth owners with exposed items not listed on the application may be asked to remove them or leave the Event without a refund.

13. This event is a "rain or shine event". The producers will not be held liable for refunds of any other liabilities whatsoever for the disruption of the Event due to reasons of enclosure in which the Event is to be produced before or during the Event, destroyed by fire or other calamity, or by any act of God (including but not limited to weather), public enemy, strikes, statutes, terrorists, ordinances or any other cause. Producers reserves the right to alter the booth lay-out plan at any time.

I understand and agree with all of the conditions of this contract and furthermore certify that I agree to comply with all event rules, regulations, conditions and policies. I have read and understand the application process and agree to the terms and booth payment fees.

Signed _____

Date _____

Printed Name _____

YUBA COUNTY
TEMPORARY FOOD FACILITY REQUIREMENTS
AND
PUBLIC HEALTH PERMIT PROCEDURES



The County of Yuba

Community Development & Services Agency

Clark Pickell, EH Director

Phone: (530) 749-5450
915 8th Street, Suite 123
Marysville, California 95901

www.co.yuba.ca.us

TEMPORARY FOOD FACILITY DEFINITION:

Under the California Retail Food Code (Cal Code), a temporary food facility can only operate as part of a community event. A community event means an event that is of civic, political, public or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by the local enforcement agency.

Examples: Food and beverage sale booths commonly seen at county fairs, city festivals, craft fairs, ethnic celebrations, non-profit fund raising events, seasonal agricultural festivals, circuses, etc.

Temporary food facilities are not allowable at grand opening celebrations, anniversary celebrations, or similar functions.

PUBLIC HEALTH PERMIT

PERMIT REQUIREMENT

A health permit is required in order to sell food or beverage in Yuba County (California Health and Safety Code Sections 114381-114387). Permits and inspections are necessary to insure safe and sanitary food handling and prevent food borne illnesses. Operation without a valid health permit can result in immediate closure, fee penalty, and/or citation.

PERMIT PROCEDURES

1. Review the attached *Temporary Food Facility Requirements* (pages 3-7). Complete the Temporary Food Facility Permit Application (pages 8-10&12). Exemption affidavit on page 11.
2. Keep pages 1 – 7 and return the Temporary Food Facility Permit Application (Pages 8-10) with the current permit fee to the Yuba County Environmental Health Department at 915 8TH Street Marysville Ca. 95901.

NON-PROFIT FEE EXEMPTION

Non-profit organization can apply for a fee waiver for temporary food facility and event organizer permit. Non-profit organizations must complete the Affidavit For Exemption (page 9) 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).

PERMIT EXEMPTIONS

1. A non-profit organization **may** be exempted from the Temporary Food Facility Requirements and public health permits if it meets the following criteria:
 - a. It conducts or participates in an occasional event which occurs not more than three days in any 90-day period - **AND** -
 - b. The occasional event is open only to the members of its organization. The public is excluded, with the exception of guests (i.e. family, friends, and other organization members).
2. A for profit business selling food at this occasional event is exempt from permits if no monetary benefit is received.
3. A facility that has 25 square feet or less of prepackaged non-perishable food items only.

VETERANS FEE EXEMPTION

Qualifying Armed Forces Veterans **may** be exempt from permit fees. Veterans must complete the Affidavit for Exemption (page 11) and provide a copy of honorable discharge document (DD-214).

IMPORTANT DAY OF THE EVENT REMINDERS

1. The Temporary Food Facility Self-Inspection Checklist must be filled out each day of the event and posted in the booth.
2. The Hot Holding Temperature Log For Potentially Hazardous Foods must be used by those booths that hot hold potentially hazardous foods.

TEMPORARY FOOD FACILITY REQUIREMENTS

The food booth must display the self- inspection checklist found on pages 13 & 14. The section numbers below correspond to the section numbers on the checklist.

FOOD SOURCE AND TEMPERATURE

A. Source.

1. All food must be obtained from a permitted commercial or retail food establishment.
2. When transporting food to or from the event keep food protected in containers with lids. Maintain hot and cold food temperatures when transporting.

B. Preparation.

1. All food must be prepared and stored inside the food booth or at a permitted food facility such as a restaurant, permitted church kitchen or school kitchen.
2. Food prepared and stored at home is prohibited. Exception: Non-profit organizations may sell or give away baked goods and non-potentially hazardous beverages, such as coffee, that was prepared at home.

C. Thawing.

 Food may be thawed in one of the four following ways:

1. In a refrigerator at a temperature of 41°F or less.
2. Submerged in running water at a temperature of 70°F or less.
3. In a microwave.
4. As part of the cooking process.

D. Holding Temperatures.

1. Adequate temperature controls must be provided for all Potentially Hazardous Foods (PHF). PHFs are foods that allow for the rapid growth of bacteria if not held at the right temperatures. Examples of PHF include: meat, poultry, eggs milk, soft cheese, fish, cut tomatoes, cut melons, cooked onions, beans, rice, potatoes, or pasta.
2. Hot foods must be maintained a temperature of 135°F or above. All hot held foods must be destroyed at the end of the day.
3. Cold foods maintained at a temperature of 41°F or below may be used the next day. Cold foods held between 41°F-45°F (for no longer than 12 hours in a 24 hour period) must be destroyed at the end of the day.
4. Holding temperatures must be checked at the opening of the food booth and each hour(s) after the food booth is in operation. The temperatures must be written down on the Holding Temperature Log.



E. Cooking Temperatures.

 Cook food thoroughly. Foods must be cooked to the minimal internal temperatures listed below:

1. 165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork, or poultry.

2. 155°F for 15 seconds for ground fish and ground meat (hamburgers).
3. 145°F for 15 seconds for eggs or dishes containing raw eggs, whole fish, and whole meat.

F. Reheating for Hot Holding. All previously cooked, cooled, and reheated foods must be reheated to an internal temperature of 165°F. Examples: refried beans and fried rice.

G. Thermometer. Provide a metal probe thermometer with a temperature range of 0°F -200°F to check food holding and cooking temperatures.

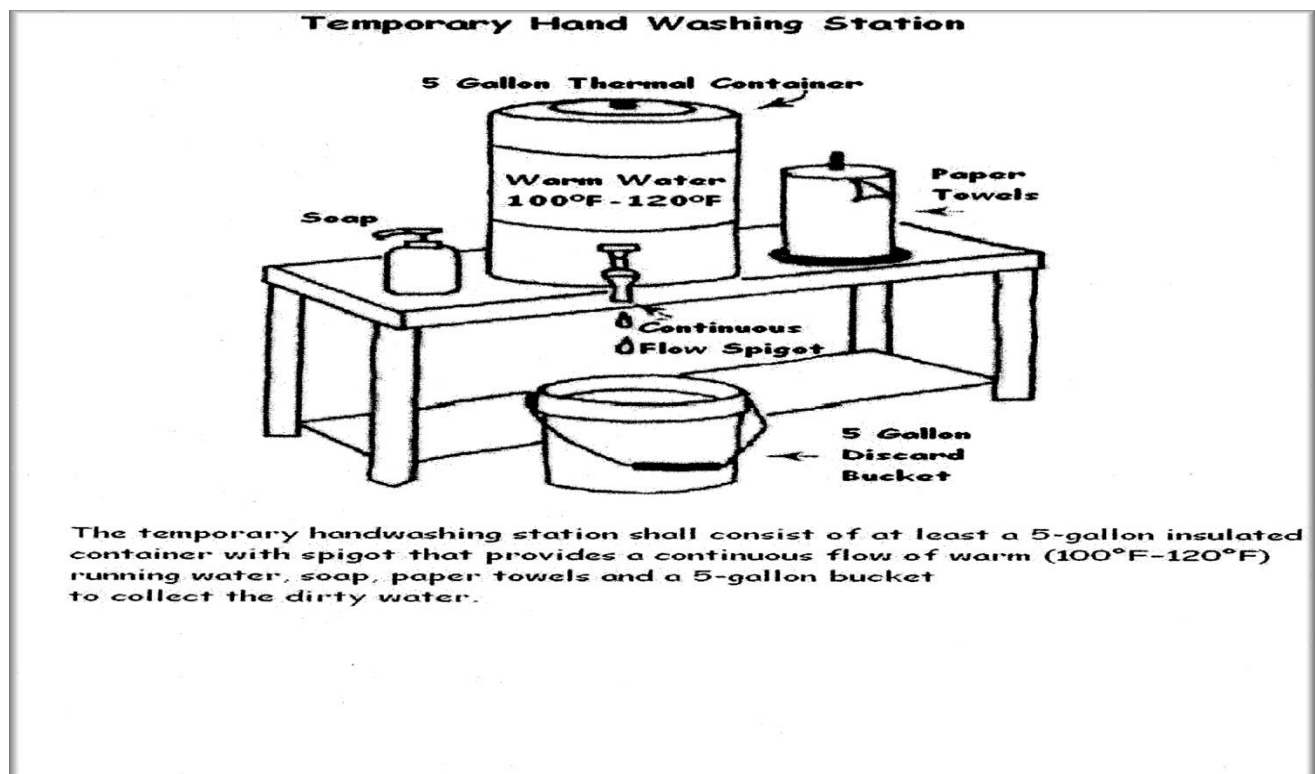
PERSONNEL

A. Health.

1. Do not work if you are sick! Food handlers must be in good health. People with symptoms such as cough, runny nose, fever, diarrhea, or feeling generally ill should not work within the food booth.
2. Employees with cuts or sores on their hands must wear gloves in addition to proper handwashing.

B. Handwashing. Handwashing facilities must be provided inside the booth. A handwashing facility must contain the following:

1. A five gallon insulated container with potable (drinkable) warm water (100°F) with a hands free dispensing valve.
2. Catch basin for waste water.
3. Soap and paper towels.
4. Wastebasket.



C. Hygiene.

1. Wash hands frequently. Dirty hands spread disease! All food handlers must thoroughly wash their hands and arms...paying particular attention to areas between fingers and around and under the nails. Food handlers are to wash their hands prior to food preparation, when switching between working with raw foods and working with ready-to-eat foods, prior to handling clean utensils, after using the restroom, after coughing, eating, drinking, using tobacco or other activities that contaminate the hands.
2. Wear clean clothing, clean aprons, and hair restraints.

D. Food Preparation.

1. Avoid touching food with bare hands. All food handlers must use disposable food service gloves, tongs, or single-use tissues when handling ready-to-eat foods.
2. Change gloves often and wash hands in between glove changes.

E. Smoking. No smoking is allowed in the food booth.

FOOD AND UTENSIL STORAGE AND HANDLING

A. Hot and Cold Holding. You must have the necessary equipment and supplies to maintain proper food temperatures. Examples are: electricity for steam tables or refrigerators, adequate ice for ice chests, or enough heating fuel for chafing dishes.

B. Storage.

1. All food and equipment (except BBQs) shall be stored inside the food booth and at least 6 inches off the ground.
2. Bulk food items that are protected from contamination by a solid waterproof barrier may be stored on the ground. Examples: Ice chests, cases of soda.
3. An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.

C. Food Storage During Multiple Day Events. When the food booth is not in operation the food shall be stored in one of the following methods:

1. Within the fully enclosed food booth.
2. In sealed containers inside a permitted food facility.

D. Customer Self-Service. Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or other similar dispensers.

E. Food Display.

1. All food shall be protected from customer handling, coughing, sneezing, or other contamination.
2. All cooking and serving areas shall be protected from contamination.
3. BBQs shall be roped off or otherwise separated from the public.
4. Food sampling shall be conducted in a sanitary manner (see Sampling Guideline).

Distribution of food samples may occur provided that the following sanitary conditions exist:

- (1) Samples shall be kept in clean, nonabsorbent, and covered containers intended by the manufacturer for use with foods. Any cutting or distribution of samples shall only occur under a tent, canopy, or any other overhead covering.
- (2) All food samples shall be distributed by the producer in a manner that is sanitary and in which each sample is distributed without the possibility of a consumer touching the remaining samples.
- (3) Clean, disposable plastic gloves shall be used when cutting food samples.
- (4) Fresh, whole produce intended for sampling shall be washed or cleaned in another manner of any soil or other material by potable water in order that it is wholesome and safe for consumption.
- (5) Notwithstanding Section 114205, available potable water may be required for handwashing and sanitizing; the need determined and manner approved by the enforcement agency.
- (6) Potentially hazardous food samples shall be maintained at or below 45°F and shall be disposed of within two hours after cutting. A certified farmers' market or enforcement officer may cause immediate removal and disposal, or confiscate and destroy, any potentially hazardous food samples found not in compliance with this paragraph.
- (7) Wastewater shall be disposed of in a facility connected to the public sewer system or in a manner approved by the enforcement agency.
- (8) Utensils and cutting surfaces shall be smooth, nonabsorbent, and easily cleanable, or single-use articles shall be utilized. If the producer uses only single-use articles or maintains an adequate supply of clean replacement articles readily available at the site at the time of use, warewashing facilities shall not be required.

F. Utensil Storage.

1. In-use food dispensing utensils must be stored in the food with their handles above the food.
2. Wash and sanitize all utensils before storing.
3. Store clean utensils in a sanitary location protected from contamination.

G. Cross Contamination.

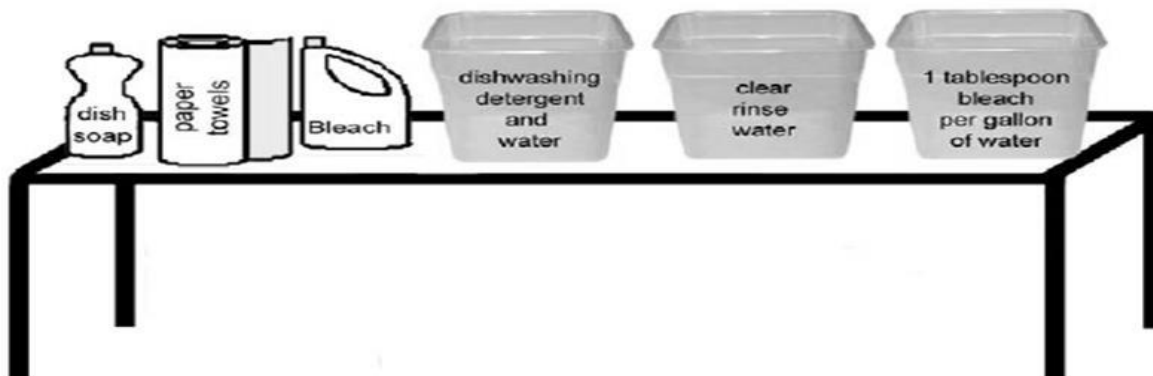
1. Food must be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, slicing, preparation, holding, and display.
2. Provide separate cutting boards, knives, and disposable gloves for the handling of raw meats, poultry, or seafood.

H. Ice: Ice used for refrigeration can't be used for consumption because it might become contaminated. A separate compartment or ice chest is needed for beverage ice.

CLEANING

A. Ware-washing. Food booths that handle unpackaged or opened foods and beverages must provide a ware-washing facility:

1. Provide three containers. One shall contain soap and warm water for washing, one shall contain warm water for rinsing, and one shall contain a sanitizing solution for sanitizing.
2. For the sanitizing solution use approved sanitizing tablets or use bleach at 1 tablespoon per gallon of rinsing water. Sanitizing kills the bacteria and viruses that soap and water do not removed. Use test strips to check sanitizing solution concentration. For events lasting more than 3 days a three-compartment sink with hot and cold plumbed water and with waste drainage to a sanitary sewer or holding tank will be required.
3. A centrally located ware-washing facility may be shared by no more than 4 adjacent food booths.



B. Wiping Cloths. Wiping cloths shall be used once then laundered, or thrown away, or stored in a clean sanitizing solution of proper concentration between uses. Change sanitizing solution often. Use test strips to check sanitizing solution concentration.

WATER SUPPLY AND WASTEWATER DISPOSAL

A. Water.

1. An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, handwashing, and drinking.
2. Potable water includes bottled water, water from an approved public water supply, and water from an approved private water supply.

3. Water supply hoses must be made from food grade materials (garden hoses are prohibited).

B. Wastewater Disposal. Wastewater must be disposed in an approved wastewater disposal system such as a sink or toilet. Wastewater may not be dumped on the ground surface, into waterways, or into storm drains.

PREMISES

A. Garbage. Must provide leak-proof and insect-proof garbage containers with plastic garbage bags.

B. Waste Grease. Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.

C. Lighting. Adequate lighting shall be provided.

D. Animals. No live animals are permitted in or within 20 feet of the food booth. Exception: Service animals may be within the 20 feet but are not allowed in the food booth.

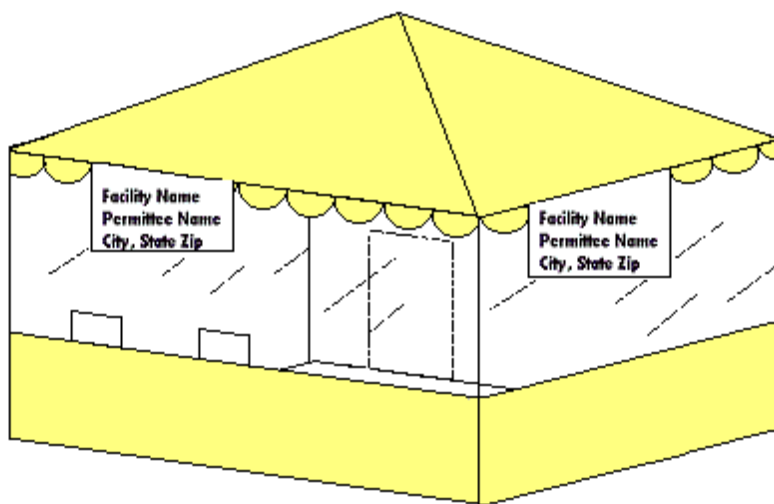
FOOD BOOTH

A. Identification. Facility name, operator name, city, state, and zip code shall be posted in a location clearly visible to patrons. The facility name must be in letters at least 3 inches high and shall be of a color contrasting with the food booth. Letters and numbers for the city, state, zip code and name of operator shall not be less than 1 inch in height. Must display health permit.

4. **B. Tables, Counters, and Shelves.** Table, counters, food preparation surfaces, and shelves shall be smooth, easily cleanable, and non-absorbent.

C. Enclosure. The preparation of food that involves cutting, chopping, mixing, assembling, or cooking must be done inside a fully enclosed booth. This is essential to prevent contamination of food and food contact surfaces by dust, flies, and overhead contamination. An acceptable booth consists of the following:

1. Four fly-proof screened sides such as canvas, plywood, or fine-mesh fly screening (at least 16 mesh).
2. A water repellent roof. Screening shall only be acceptable as a ceiling above cooking equipment when necessary for ventilation.
3. Fly-proof pass-thru openings.
4. Non-combustible construction materials, as required by the Fire Department.



Note: The only operations not requiring fully enclosed booths are those which are approved for limited food preparation*, sell beverages from approved dispensers, or food items prepackaged by wholesaler or at an approved off-site kitchen. Vendors that distribute samples may be required to have a fully enclosed booth.
*See Temporary Food Facility Limited Food Preparation Guidelines for more information.

- D. Floor.** Cleanable floor surfaces must be provided for all booths. Grass or dirt must be covered with a cleanable material such as a tarp or ply-wood. A concrete or asphalt surface is approved without additional coverings.
- E. Access Doors and Pass-thru Windows.** Tight-fitting closures for access door openings are required. Pass-thru windows are closeable and not larger than 18"x12".

TOILET FACILITIES

At least one toilet facility for each 15 booth employees shall be provided within 200 feet of each food booth. Each toilet facility shall be provided with approved handwashing facilities.

OPEN-AIR BBQ FACILITIES

Open-air BBQ facilities may be operated in conjunction with a permitted fully enclosed food booth. The BBQ must be used for cooking, roasting, or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for warming goods or maintaining food temperatures in pots, flat grilles, or other containers.

Office use only

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

YUBA COUNTY TEMPORARY FOOD FACILITY PERMIT APPLICATION

This form must be submitted two weeks prior to the event to allow for processing. A copy must be attached to the signed permit. Make all checks payable to CDSA.

NAME OF EVENT:			
LOCATION OF EVENT:			
DATES OF OPERATION:		THRU	
SETUP TIME:		START TIME:	
NAME OF BOOTH:		CHARITABLE ORGANIZATION: <input type="checkbox"/> YES <input type="checkbox"/> NO	
OWNER/OPERATOR:		PHONE #	
EMAIL ADDRESS:		CELL #	
MAILING ADDRESS:		CITY & ZIPCODE:	
HAVE YOU DONE THIS EVENT BEFORE:		REQUESTING FEE EXEMPTION:	

List All Food & Beverages to be Served	Offsite Prep? Yes/No	Cooking Equipment and Cooking Temperature	Temperature Holding Equipment and Holding Temperature
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Choose an item.
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Choose an item.
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Choose an item.
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Choose an item.
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Choose an item.
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Choose an item.
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Choose an item.
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Choose an item.

*If additional space is needed, use an additional page.

Home preparation & Storage is NOT allowed.

Pre- and Post - Event food preparation and storage will be done at: IF YOU ANSWERED "YES" TO ANY OFFSITE PREP.

NAME OF FOOD FACILITY:			
FACILITY ADDRESS:			COUNTY:
PERMIT #:		PHONE #	

The following facilities/equipment will be provided as required and described in the YUBA County Health Department Temporary Food Facility Requirements (revised AUGUST 2016): A copy of the current health permit for the off-site facility. **Check all that apply.**

<input type="checkbox"/> APPROVED FOOD DISPENSER(S)	<input type="checkbox"/> BLEACH/QUATERNARY AMMONIA	<input type="checkbox"/> HAND WASHING FACILITY W/WARM H2O
<input type="checkbox"/> HOT / COLD HOLDING UNIT(S)	<input type="checkbox"/> SANITIZER TEST STRIPS	<input type="checkbox"/> TOILET(S) W/HAND WASH STATION
<input type="checkbox"/> METAL PROBE THERMOMETER	<input type="checkbox"/> POTABLE WATER	<input type="checkbox"/> STORAGE CONTAINERS
<input type="checkbox"/> DISPOSABLE FOOD SERVICE GLOVES	<input type="checkbox"/> SCREENED IN FLY PROOF BOOTH	<input type="checkbox"/> GARBAGE CONTAINER
<input type="checkbox"/> SANITARY CUTTING BOARD(S)	<input type="checkbox"/> FLOOR COVERING MATERIAL	<input type="checkbox"/> OVERHEAD COVER
<input type="checkbox"/> UTENSIL WASHING DISHPANS	<input type="checkbox"/> LIQUID WASTE CONTAINERS	<input type="checkbox"/> OTHER:
<input type="checkbox"/> SINGLE USE CUSTOMER UTENSILS	<input type="checkbox"/> ICE CHEST(S)	<input type="checkbox"/> OTHER:

I have read and will comply with the Temporary Food Facility Requirements and will provide the above facilities and equipment for my proposed operation.

SIGNATURE OF OWNER/ OPERATOR:	X <hr/>	DATE: Click here to enter a date.
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AFFIDAVIT FOR EXEMPTION
ENVIRONMENTAL HEALTH FEE
BUSINESS/OWNER INFORMATION

BUSINESS NAME:	
BUSINESS EMAIL:	
BUSINESS ADDRESS:	
BUSINESS PHONE #:	
OWNER NAME:	
OWNER ADDRESS:	
OWNER PHONE #:	

- Any business or activity operated by a blind person who has a certificate issued by the Department of Rehabilitation of the State of California, (California Fee exemption code 8.04.670). **Include a copy of your certificate issued by the Department of Rehabilitation.**
- Any state-registered or tax-exempt person or organization operating, exclusively for a charitable purpose, a business or activity where no person benefits through the distribution of profits or other compensation. This applies to applicants requesting a fee exemption for temporary food booths or community events only. **Include a letter from the IRS with recognition of exemption under section 501(c)(3,4,6 or 7). Enter your current tax-exempt identification number:**
_____ .
- Every soldier, sailor or marine of the United States who has received an **honorable discharge** or a release from active duty under honorable conditions from such service may hawk, peddle and vend any goods, wares or merchandise owned by him, except spirituous, malt, vinous or other intoxicating liquor, without payment of any license, tax or fee whatsoever, whether municipal, county or State, and the board of supervisors shall issue to such soldier, sailor or marine, without cost, a license therefore. (State of California Business and Professions Code, Section 16102).
*Note: This code only exempts veterans from fees associated with selling goods (**Food programs only**) not services. **Include a copy of your honorable discharge or release from active duty.***

PROOF OF OWNERSHIP:	<input type="checkbox"/> BOARD OF EQUALIZATION &	<input type="checkbox"/> BUSINESS LEASE	OR <input type="checkbox"/> BUSINESS LICENSE
I DECLARE AND CERTIFY UNDER PENALTY AND PERJURY, BY THE LAW OF THE STATE OF CALIFORNIA, THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.			
SIGNATURE OF APPLICANT:	x _____	DATE: Click here to enter a date.	
TITLE OF APPLICANT:			

FOR OFFICIAL USE ONLY

SIGNATURE :	DATE: Click here to enter a date.	FACILITY #
x _____		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	PROGRAM ELEMENT #

Temporary Food Facility Equipment Plan

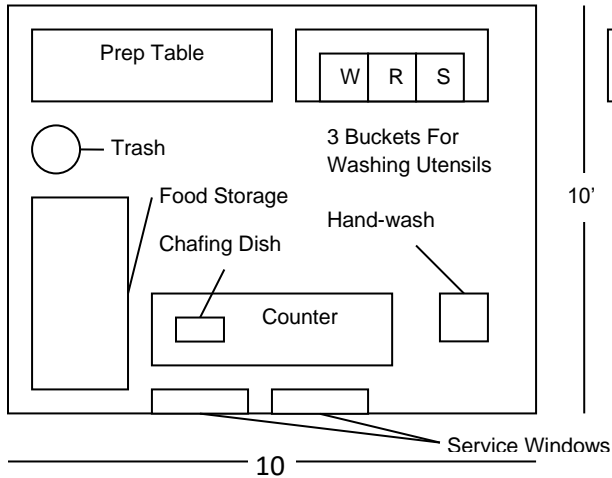
All booth vendors shall complete this section including those selling or serving prepackaged food

NOTE: The only operations not required to have a fully enclosed booth are those that sell beverages and ice from an approved bulk dispenser or food items prepackaged at an approved facility. These items must be sold in the original packaging with proper labels. Any vendors that are distributing samples may be required to have a fully enclosed booth. Contact this Department if you have any questions.

BOOTH DRAWING:

In the space below provide a drawing of your booth. Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink (containers), food and paper product storage, garbage containers, and customer service areas (see example below). The only items that are allowed outside the booth are an open air BBQ and a cooler for storage of raw meat at the grill. All other cooking equipment and washing facilities shall be inside the booth.

EXAMPLE:



Note: If cooking equipment will be used inside of booth, contact the local Fire Department for booth

Booth Floor Plan

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TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST

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

This checklist is to be completed and posted inside the booth during operation

CHECK LIST REQUIREMENTS		COMPLIES		
		YES	NO	N/A
1	FOOD SOURCE AND TEMPERATURE			
A	Source: All food shall be obtained from a permitted commercial or retail food establishment.			
B	Preparation: All food shall be stored and prepared at a permitted food establishment or within the permitted temporary food booth. Food stored or prepared at home or other unapproved location is prohibited. (*See TFF Packet for Nonprofit Charitable exemptions)			
C	Thawing: Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.			
D	Holding Temperatures: All foods requiring hot or cold holding to prevent growth of harmful bacteria have been identified. Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 41°F or below. Holding temperatures are to be checked at opening & every 2 hours booth is in operation, must document temperatures on the Holding Temperatures Log.			
E	Cooking Temperatures: Food shall be cooked to the minimum internal temperatures specified below: *165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry. *155°F for 15 seconds for ground fish and ground meat (hamburgers) *145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat			
F	Reheating for Hot Holding: Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.			
G	Thermometer: A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.			
2	PERSONNEL			
A	Health: All employees are healthy. Employees experiencing vomiting and/or diarrhea must be excluded from food related activities. Permit holder requires food employees to report illnesses as required. Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing.			
B	Handwashing: Handwashing facilities shall be provided inside the booth (adequate potable warm water in a container with a spigot, with catch bucket for wastewater, soap and paper towels).			
C	Hygiene: Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints			
D	Food Preparation: Avoid bare hand contact with food. Whenever possible use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Change gloves often and wash hands in between changing gloves.			
3	FOOD AND UTENSIL STORAGE AND HANDLING			
A	Hot and Cold Holding: Necessary equipment and supply to maintain proper food temperatures, 41°F or less for cold foods, 135°F or above for hot foods (i.e. a means of obtaining ice throughout the event, electricity and sufficient heating fuel).			
B	Storage: All food and equipment (except BBQs) shall be stored inside the booth and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).			
C	Food Storage During Multiple Day Events: During periods of non-operation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment. Location: _____			

CHECK LIST REQUIREMENTS

		YES	NO	N/A
	D	Customer Self-Service: Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.		
	E	Food Display: All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner (*see Sampling Guidelines).		
	F	Utensil Storage: In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.		
	G	Cross Contamination: Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, slicing, preparation, holding, and display. Provide separate cutting boards, knives, and disposable gloves for handling raw meats, poultry or seafood.		
	H	Ice: Ice used for refrigeration can't be used for consumption.		
4		CLEANING		
	A	Ware-washing: Provide either a 3-basin set up or a three-compartment sink with potable hot running water for ware-washing. Scrap dishes then 1. WASH, 2. CLEAN WATER RINSE, 3. SANITIZING SOAK. Use approved sanitizing tablets or use bleach at 1 tablespoon per gallon of rinsing water. Change water often.		
	B	Wiping Cloths: Wiping cloths for food contact surfaces shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration between uses. Change sanitizing solution often.		
5		WATER SUPPLY AND WASTEWATER DISPOSAL		
	A	Water: An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, handwashing and drinking. Potable water includes bottled water, water from an approved public water supply, and water from an approved private water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).		
	B	Wastewater Disposal: Wastewater will be disposed of in an approved wastewater disposal system (e.g., in a sink or toilet) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.		
6		PREMISES		
	A	Garbage: Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.		
	B	Waste Grease: Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.		
	C	Lighting: Adequate lighting shall be provided.		
	D	Animals: No live animals are permitted in or within 20 feet of facility.		
7		FOOD BOOTH		
	A	Identification: Facility name, operator name, city, state and zip code shall be posted in a location clearly visible to patrons. Display Health Permit.		
	B	Tables, Counters and Shelves: Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.		
	C	Enclosure: Booth shall consist of four complete sides and a top (plywood, canvas, plastic or fine mesh fly screen) and shall enclose all food and equipment. Note: Local Fire Dept. may require proof of fire retardant materials.		
	D	Floor: Cleanable floor surfaces (tarp or other cleanable material) shall be provided.		
	E	Access Doors and Pass-thru Windows: Tight-fitting closures for access doors openings are required. Pass-thru windows are closeable and not larger than 18" X 12".		

NOTE: *This list may not include all the necessary equipment you will need for your individual operation. Please contact Environmental Health at (530) 749-5450 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 of the above items may result in immediate closure of my booth.

Signed: _____

Date: _____

