



County of Fresno

DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION

COMMUNITY EVENT FOOD ORGANIZER APPLICATION

Directions: This application must be completed and submitted to this office by the event organizer at least **two weeks prior to the event**, along with a completed and signed Community Event Food Vendor Application for **each** booth or food vehicle that will sell or give away food, beverages, desserts, or snacks at the event. Community event organizers with non profit status must submit their IRS 501(c)3 Determination Letter prior to approval. The event may be inspected based on a Risk Assessment. If the event is inspected, the organizer will be billed for each vendor after the event. For current food vendor fee and reinspection fee amounts, please contact us at 559-600-3357 or visit our website at www.fcdph.org/eh

Reinspection fees will be charged for multiple reinspections due to uncorrected violations.

EVENT	1. NAME OF EVENT			
	2. LOCATION OF EVENT		3. CITY	
	4. DATES OF OPERATION		5. HOURS OF OPERATION	
	6. DATE AND TIME FOOD SERVICE OPERATIONS WILL BE SET UP FOR INSPECTIONS TO BEGIN (IF INSPECTED)			

ORGANIZER	7. SPONSORING ORGANIZATION			
	8. CONTACT PERSON			
	9. MAILING ADDRESS		10. CITY	
	11. STATE	12. ZIP	13. PHONE	14. EMAIL

WHO	15. EXPECTED ATTENDANCE		16. NUMBER OF FOOD VENDORS/BOOTHS <div style="border: 1px solid black; width: 150px; height: 50px; margin: 5px;"></div>	ATTACH A COMPLETED COMMUNITY EVENT FOOD VENDOR APPLICATION FOR EACH BOOTH.
	17. MAJORITY OF EXPECTED ATTENDEES' AGE <input type="checkbox"/> <7 YEARS OLD <input type="checkbox"/> GENERAL POPULATION <input type="checkbox"/> >50 YEARS OLD			

FACILITIES	18. TOILET FACILITIES <input type="checkbox"/> PORTA-POTTIES, LOCATION, NUMBER <input type="checkbox"/> PERMANENT FACILITIES, LOCATION, NUMBER	
	19. WILL THERE BE AN ANIMAL CONTACT VENUE, SUCH AS A <input type="checkbox"/> PETTING ZOO, <input type="checkbox"/> PONY RIDE, <input type="checkbox"/> LIVESTOCK EXHIBIT, OR <input type="checkbox"/> OTHER SIMILAR FUNCTION WHERE PUBLIC COULD CONTACT ANIMALS, AT THIS EVENT? <input type="checkbox"/> NO IF THERE IS, A HAND WASH STATION (AS DESCRIBED IN QUESTION 20 BELOW) MUST BE PROVIDED. THE ANIMAL CONTACT VENUE WILL NOT BE ALLOWED TO OPERATE WITHOUT A FULLY STOCKED AND FUNCTIONING HAND WASH STATION THAT IS ROUTINELY MONITORED BY THE COORDINATOR OR DESIGNEE. SIGNS DIRECTING THE PUBLIC WHERE AND HOW TO WASH THEIR HANDS ARE ALSO REQUIRED TO BE POSTED.	
	20. IF "OTHER SIMILAR FUNCTION", DESCRIBE:	

21. HAND WASH FACILITY TYPES CONTAINER WITH SPIGOT (EVENTS LASTING 3 DAYS OR LESS) SINK (EVENTS LASTING FOUR OR MORE DAYS)

- Hand wash facilities must be located in each food vendor booth, in or near toilet facilities and at the petting zoo exit. See the "Community Event Food Vendor requirements" for requirements for handwashing facilities.
- Hand wash facilities must be set up prior to operation. Any food vendor OR petting zoo found operating without a complete hand wash set-up will be closed by this Department until such is provided.

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FACILITIES

22. WILL POTABLE ICE BE PROVIDED TO THE FOOD VENDORS? YES NO IF YES, DESCRIBE THE SOURCE AND TRANSPORTATION.

23. WILL POTABLE WATER BE PROVIDED TO THE FOOD VENDOR? YES NO IF YES, DESCRIBE THE SOURCE AND TRANSPORTATION.

24. WILL ELECTRICITY BE PROVIDED TO THE FOOD BOOTHS? YES NO IF YES, DESCRIBE HOW.

25. DESCRIBE HOW AND WHERE FOOD BOOTH WASTEWATER WILL BE DISPOSED.

26. DESCRIBE HOW AND WHERE GARBAGE WILL BE DISPOSED.

27. ARE THREE COMPARTMENT SINKS ARE BEING PROVIDED BY THE ORGANIZER?

YES NO IF SO, HOW MANY?

- Food vendors that handle open food with utensils must have **access to a three compartment sink** for WASHING, RINSING and SANITIZING utensils throughout the event.
- Three compartment sinks may be **shared** by up to four food vendors if the sink is centrally located and within a reasonable distance to the food booths. Reasonable **distance** should not exceed a maximum of 200 feet.
- Each sink compartment must be able to be filled with hot and cold running water through a mixing valve faucet. Buckets are **NOT allowed** to be used as sink compartments.
- The three compartment sink must have a supply of **potable water** and its waste water must be disposed into an approved sewer connection. Potable water may be supplied via tanks (**25-30 gallons min.**) or hose bib connection.
- Waste water may be either collected in proper tanks (**50% greater** than the potable water tank(s)) and emptied into the sewer or the sink compartments drain into the sewer directly (**required if connected to a hose bib**).
- FOR MORE INFORMATION ON THE REQUIREMENTS FOR THREE COMPARTMENT SINKS, PLEASE SEE THE "**COMMUNITY EVENT FOOD VENDOR REQUIREMENTS**" SHEET.

28A. IF THE ORGANIZER IS NOT PROVIDING THREE COMPARTMENT SINKS, SPECIFY THE LOCATION OF THE RESTAURANT(S) OR OTHER PERMANENT FOOD FACILITY(IES) THAT IS GOING TO ALLOW VENDORS USE THEIR THREE COMPARTMENT SINK.

28B. IF THE ORGANIZER IS PROVIDING THREE COMPARTMENT SINKS FOR THE VENDORS, SPECIFY WHICH VENDORS ARE USING WHICH SINKS.

29. IF THE ORGANIZER IS PROVIDING THREE COMPARTMENT SINKS FOR THE VENDORS, SPECIFY HOW THE POTABLE WATER WILL BE PROVIDED.

TANK, GALLONS: _____ MUNICIPAL WATER CONNECTION OTHER: _____

30. IF THE ORGANIZER IS PROVIDING THREE COMPARTMENT SINKS FOR THE VENDORS, SPECIFY HOW WASTE WATER WILL BE DISPOSED.

TANK THAT WILL BE EMPTIED IN THE SEWER, GALLONS: _____
 MUNICIPAL SEWER SEPTIC SYSTEM
 OTHER: _____

**BE SURE TO SPECIFY ON THE MAP
 ANY APPLICABLE POTABLE WATER
 FILLING STATIONS AND WASTE
 WATER DISPOSAL LOCATIONS.**

COMMUNITY EVENT AREA MAP

31. **ON A SEPARATE SHEET OF PAPER**, PROVIDE A MAP OF THE EVENT AREA INDICATING LOCATIONS OF INDIVIDUAL FOOD BOOTHS, TOILET FACILITIES (**T**), GARBAGE (**G**), POTABLE WATER SUPPLY (**PW**), ELECTRICAL SOURCES (**E**), WASTEWATER DISPOSAL FACILITIES (**WW**), THREE COMPARTMENT SINKS (**3C**), AND ANIMAL CONTACT VENUE (**AC**).

I, the undersigned, am aware of the Community Event food service requirements of the County of Fresno, Department of Public Health, and that I am responsible for managing and operating this event and ensuring that these requirements are followed. **I understand that failure to comply with the requirements will result in suspension of approval to operate by the Department of Public Health and/or reinspection fees being assessed for every food vendor that requires multiple reinspections due to uncorrected violations. Any falsified documentation may be referred to the appropriate enforcement agency for their follow up.**

32. SIGNED

33. DATE

Community Event Organizer