



Department of  
Resource Management  
675 TEXAS STEET, SUITE 5500  
FAIRFIELD, CALIFORNIA • 94533  
(707) 784-6765 Fax (707) 784-4805

OFFICIAL USE ONLY	
#	_____
Rec'd by:	_____
Date:	_____
Amt pd.:	_____
Rcpt#:	_____

**2023 Special Event Food Organizer's Permit Application**  
**DUE 30 DAYS BEFORE THE EVENT**

Applications and payments received less than 14 days prior to the event will be assessed a **50% late fee**.  
Please allow ample time for review, as late applications may not receive approval to operate.

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

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

Location of Event\* \_\_\_\_\_

\* A Solano County Business License or zoning clearance is required for all events located in the unincorporated area of the county (outside city limits).  
Contact the Solano County Planning Division of the Dept. of Resource Management: 707-784-6765.

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ Organizer's Name \_\_\_\_\_

Organizer's Phone # \_\_\_\_\_ Organizer's Email \_\_\_\_\_

Organizer's Mailing Address \_\_\_\_\_

Maximum number of temporary food facilities at the event: \_\_\_\_\_

Maximum number of patrons/day expected at the event: \_\_\_\_\_

Permit fees per event:

<u>Fees / Late Fees</u>	
_____ \$262.00/ <b>\$393.00</b>	2-5 food facilities
_____ \$393.00/ <b>\$589.50</b>	6-10 food facilities
_____ \$522.00/ <b>\$783.00</b>	11-20 food facilities ➔ <b>Pre-event meeting required*</b>
_____ \$687.00/ <b>\$1030.50</b>	>20 food facilities ➔ <b>Pre-event meeting required*</b>
_____ No Fee**	Non-profit event ➔ <b>EIN (required):</b> _____

\* A pre-event meeting is required for all large events (more than 10 food facilities) prior to approval.

\*\* For events held a maximum of 4 times per year not to exceed 72 hours each, additional events will be billed.

**This application submittal includes applicable fees and all information listed below:**

- Completed **2022 Special Event Organizer's Permit Application** (this page).
- Completed **Proposed Food Vendor List** (page 2) Each food vendor must also submit a separate Solano County Food Vendor Application and obtain a permit prior to operating.
- Completed **Special Event Facilities Form** (page 3)
- A detailed **Site Plan** indicating:
  - Location of the event
  - Proposed locations of **all** food vendors
  - Source and location of the potable water supply to each facility
  - Location of all garbage receptacles
  - Location of all shared hand washing, utensil washing, and janitorial facilities
  - Location of wastewater disposal (and used cooking oil disposal, if applicable)
  - Location and number of all toilet and handwashing facilities
- Proof of current **Solano County Business License or zoning clearance**, if event is in an unincorporated area.

I understand that I am responsible for ensuring that the food facilities operating at this event are in compliance with the California Retail Food Code. I have read and understand the attached special event organizer's guidelines and will communicate any changes or updates to this Department.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Proposed Food Vendor List**

Please list all food / beverage vendors, including food booths, food vehicles (carts and trailers), prepackaged food vendors, alcohol vendors, and non-profit food vendors.

**APPLICATIONS WITH INCOMPLETE INFORMATION WILL NOT BE PROCESSED.**

<b>Business Name</b>	<b>Contact Person</b>	<b>Type of Food Facility</b> <small>(booth, cart, vehicle, trailer)</small>	<b>Menu</b>
1.	Name: Phone: Email:		
2.	Name: Phone: Email:		
3.	Name: Phone: Email:		
4.	Name: Phone: Email:		
5.	Name: Phone: Email:		
6.	Name: Phone: Email:		
7.	Name: Phone: Email:		
8.	Name: Phone: Email:		

# SPECIAL EVENT FACILITIES

Special event organizers are required to complete and submit this form. Please indicate the location of all below facilities on the site plan.

## 1. RESTROOM FACILITIES

- a. Number of toilets provided or available: \_\_\_\_\_
- b. Number of handwashing facilities provided or available: \_\_\_\_\_

At least one toilet facility for every 15 employees shall be provided within 200 feet of each temporary food facility. Each toilet shall be provided with hand washing facilities equipped with warm and cold running water, hand washing cleanser and single-use sanitary towels in permanently installed dispensers. **The number of toilets shall be equal to the number of handwash stations (1:1 ratio).**

## 2. WATER SUPPLY

- a. Source of potable water (e.g., hose bib or faucet connected to municipal water supply, fresh water tank) \_\_\_\_\_
- b. Hot and cold potable water supply available to food vendors? Location: \_\_\_\_\_
- c. Running potable water delivered to each temporary food facility? \_\_\_\_ Yes \_\_\_\_ No
- d. Food grade hoses and sanitary connections provided? \_\_\_\_ Yes \_\_\_\_ No

## 3. GARBAGE & LIQUID WASTE

- a. Number of garbage containers provided: \_\_\_\_\_
- b. Number of wastewater tanks \_\_\_\_ Size of wastewater tank(s) \_\_\_\_\_
- c. Janitorial facilities (mop sink / basin) available at the event? \_\_\_\_ Yes \_\_\_\_ No
- d. Containers provided for disposal of used cooking oil? \_\_\_\_ Yes \_\_\_\_ No

## 4. ANIMAL CONTROL

- a. Signs posted at all entrances advising no live animals are permitted within 20 feet of food vendors? \_\_\_\_ Yes \_\_\_\_ No
- b. Event staff personnel available to ensure no animals are permitted within 20 feet of food vendors? \_\_\_\_ Yes \_\_\_\_ No
- c. Other means to control animal access to food vendors: \_\_\_\_\_

## 5. ELECTRICAL POWER

- a. Adequate lighting is provided for events that occur at night or indoors? \_\_\_\_ Yes \_\_\_\_ No
- b. Electrical power provided for food equipment at each food booth? \_\_\_\_ Yes \_\_\_\_ No
- c. For events scheduled for consecutive days, continuous supply of electricity provided to power refrigerators overnight? \_\_\_\_ Yes \_\_\_\_ No

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

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

**Ensure a site plan is included with this application. Applications received without a site plan will not be processed.**



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## Special Event Organizer Guidelines

Please read this guideline carefully. These requirements have been established in accordance with State and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. We welcome your cooperation.

### **Special event organizer shall comply with all of the requirements of this guideline.**

#### **I. Permit Requirements for the Special Event Organizer:**

In addition to the permit issued to each complying food facility, a permit shall be obtained by the person or organization responsible for facilities or equipment that are shared by two or more food facilities operating at a **community event**. The entire permit application (3 pages) shall be completed and submitted along with a site plan to Solano County Environmental Health at least two weeks prior to the date of the community event. The site plan shall show the proposed locations of all food vendors, restrooms, location of water supply, and all shared utensil washing, hand washing, and janitorial and/or wastewater disposal facilities.

A **community event** is an event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events approved by this Division. A community event does **not** include a seasonal sporting event, grand opening celebration, anniversary celebration, certified farmers market, or similar function.

A **non-profit event** is an event where all proceeds (including proceeds from food vendors) will be donated to the non-profit organizing agency with a valid tax ID number (EIN must be provided).

#### **II. Responsibilities of a Special Event Organizer:**

##### **A. Providing Restroom Facilities for the Event:**

1. At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility.
2. Each toilet facility shall be provided with hand washing facilities equipped with warm and cold running water, hand washing cleanser and single-use sanitary towels in permanently installed dispensers. Separate toilet facilities are recommended for exclusive use by temporary food booth employees.
3. Check with local codes for the number of restrooms required for public use.

##### **B. Providing Garbage & Liquid Waste Facilities for the Event:**

1. Adequate garbage and refuse containers must be provided. Garbage and refuse shall be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended in each booth.
2. Arrangements for cleanup and final disposal of all solid waste shall be approved by this

Department.

3. All liquid waste generated by the food facility operators and the operation of the event, shall be disposed of into an approved sewage system or holding tank and shall not be discharged onto the ground or into a storm drain.

**C. Animal Control:**

1. Live animals are not permitted within twenty feet of mobile or temporary food facilities and farmers' markets.
2. Signs shall be posted at all entrances to the event or food areas informing the public of this requirement.
3. Event support staff shall enforce this requirement.

**D. Providing Adequate Lighting for the Event:**

1. If the event will occur at night or where minimal light is available, adequate shatter resistant lighting shall be provided.

**E. Ensuring Compliance of Temporary Food Facilities:**

1. The event organizer shall ensure that the temporary food facilities operating at the event are in compliance with the California Retail Food Code (Cal Code) throughout the entire event. Please read the attached "Temporary Food Facility Operating Requirements" for a complete description of temporary food booth requirements.
2. Ice supplied shall be from an approved source (e.g., an ice distribution company, a permitted food establishment).
3. Please use checklist below to assist temporary food facilities in achieving compliance.

## **BOOTH REQUIREMENTS**

*Organizers may use this checklist to assist temporary food facilities in achieving compliance.*

- Probe thermometer with a temperature range 0°F-220°F for measuring food temperatures.
- Necessary equipment and supplies to maintain proper food holding temperatures (45° F or less for cold foods, 135° F or above for hot foods)
- Three compartment sink with hot and cold running water, or bucket system described in Appendix A at each booth.
- Food booths that handle/serve unpackaged food shall have an owner or Person in Charge (PIC) who can demonstrate adequate knowledge of food safety principles pertinent to their operation.
- Permit holder requires food employees to report illnesses as required.
- Dishwashing soap and sanitizing solution (e.g., bleach or quaternary ammonium) at each booth.
- Adequate warm (at least 100°F) water, hand soap, and paper towels for hand washing at each booth.
- Smooth, easily cleanable and nonabsorbent food preparation surfaces (e.g., stainless steel tables, commercial cutting boards) at each booth.
- Bucket with sanitizing solution for cleaning cloths and/or sponges at each booth.
- Clean aprons or outer garments for employees of booths.
- Hair nets or hats to confine hair for employees of booths.
- Tongs and/or disposable plastic gloves for food handling at each booth.
- Booths are entirely enclosed with four complete sides and a top (using plywood, canvas, plastic or fine mesh fly screen).
- Business name, permittee name, city, state and zip code posted on each booth.
- Cleanable floor surfaces (tarp or other cleanable material) in each booth.
- Booths have tight-fitting closures and closable pass through windows / food service openings.
- Pass-through window at side of booth facing barbecue facilities.
- Outside grills and barbecues shall be separated by ropes to prevent contamination of food and injury to the public.
- Check with the local Fire Department for requirements regarding fire extinguishers, fire retardant materials, location of cooking equipment, etc.
- Weights to hold booths in place in high winds (if necessary).

*\*NOTE: This list is not inclusive of all the necessary equipment and requirements. Please refer to the Temporary Food Facility Operating Requirements.*