

Solano County
Department of Resource Management
675 Texas St. Suite 5500, Fairfield, CA 94533
(707) 784-6765

Special Event Coordinator 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 coordinators shall comply with all of the requirements of this guideline.

I. Permit Requirements for the Special Event Coordinator:

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**. 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 that the community event is scheduled to commence. The site plan shall show the proposed locations of the temporary food facilities, restrooms, source and 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. A community event does not include a swap meet, flea market, seasonal sporting event, grand opening celebration, anniversary celebration, certified farmers market, or similar function.

II. Responsibilities of a Special Event Coordinator:

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 hot 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 temporary food facilities.
2. It is recommended that signs be posted at all entrances to the event or food areas stating this, therefore informing the public of this requirement.

D. Providing Adequate Lighting for the Event:

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

E. Ensuring Compliance of Temporary Food Facilities:

1. The event coordinator shall ensure that the temporary food facilities operating at the event are in compliance with the California Uniform Food Facilities Law (CURFFL) throughout the entire event. Please read the attached "Temporary Food Facility Operating Requirements" for a complete description of temporary food booth requirements.
2. Each food facility operator shall have posted inside the food booth the completed "Checklist For Temporary Food Facilities" (provided in the Food Facility Permit Application packet). It is recommended that the Event Coordinator confirm that the "Checklist for Temporary Food Facilities" is completed and posted at each food booth, along with the booth's Solano County Health Permit.
3. If the coordinator supplies ice, then it shall be from an approved source (e.g., an ice distribution company, a permitted food establishment).
4. Please use checklist below to assist temporary food facilities in achieving compliance.

BOOTH REQUIREMENTS

- _____ **Probe thermometer with a temperature range 0°F-220°F for measuring food/refrigeration/cooking temperatures at all food booths.**
- _____ **Necessary equipment and supplies to maintain proper food 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.**
- _____ **Dishwashing soap and sanitizer (e.g., household bleach or quaternary ammonium) at each booth.**
- _____ **Adequate 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 provided on at least two sides of each booth.**
- _____ **Cleanable floor surfaces (tarp or other cleanable material) in each booth.**
- _____ **Booths have tight-fitting closures for food service openings.**
- _____ **Pass-through window at rear or side of booths if barbecue facilities are part of operation.**
- _____ **Check with local Fire Department regarding necessary fire extinguishers.**
- _____ **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.