



Consumer Protection Division  
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# APPLICATION TO OPERATE A TEMPORARY FOOD FACILITY

**EVENT COORDINATOR:** Return ALL operator application forms AND event organizer/coordinator form AND fees to the Department of Environmental Health.

**FOOD FACILITY OPERATOR:** Complete BOTH sides of this form and return it WITH applicable fees and additional documentation to your event coordinator.

### IMPORTANT NOTICE

Completed operator and coordinator applications **MUST** be submitted at least 2 weeks prior to event. Incomplete applications or those submitted after the deadline may not be approved; if approved, menu may be restricted. Once application is approved, **NO** changes may be made without approval of the Department of Environmental Health. Unauthorized changes may result in permit suspension.

Indicate Food Facility Status:  Profit  Non-Profit (*must submit separate Non-Profit Declaration*)  
 Annual Temp Event Permit Holder  Veteran (*must submit copy of Honorable Discharge, DD 214*)  
 Indicate Type of Food Facility:  Booth  Indoor Event  Food Vehicle  Cart  Other \_\_\_\_\_  
 Food Sampling Only, NO FOOD SALES

Name of Event ..... Location of Event.....  
 Date(s) of Event..... Event Start Time..... Set-up Time.....  
 Name of Temporary Food Facility..... Name of Business / Organization.....  
 Mailing Address..... Name of Applicant.....  
 City..... Zip..... Did you serve food last year at a temporary event in Santa Clara County?.....  
 Daytime Phone .....  
 Cell Phone .....  
 Fax.....  
 Person(s) in Charge on Day of Event.....  
 Cell Phone for Person in Charge.....  
 Alternate Contact Person.....  
 Cell Phone for Alternate Contact.....

*The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food facility and may be subject to additional re-inspection fees.*

Payment of the required fee to secure a valid permit is required before commencing or continuing operations. Failure to do so may result in a misdemeanor citation, permit suspension/revocation proceeding, and/or closure.

SIGNATURE OF APPLICANT.....  
 DATE.....

Reverse side of application must be completed prior to submittal.

### Standard Requirements for Each Food Facility

- All open food handling and food storage fully contained within an enclosed booth or approved area.
- Water obtained from an approved source.
- Approved methods of maintaining potentially hazardous foods HOT (at or above 135°F) or COLD (at or below 45°F). Additionally, a probe-type metal thermometer must be onsite if you serve potentially hazardous foods. **MONITOR TEMPERATURES FREQUENTLY !**
- All food thoroughly cooked and re-heated to the required minimum internal temperature.
  - § Poultry, stuffed meats, and other stuffed foods to 165°F
  - § Ground meats (hamburger) to 157°F
  - § Fish, eggs, and pork to 145°F
  - § Re-heat foods to 165°F before putting them into a warming unit.
- Minimal bare hand contact with food. Use appropriate utensils such as tongs, food tissue, or disposable gloves when handling food.
- Unpackaged foods may not be stored or displayed at service counters.
- A gravity flow hand washing set-up inside booth, consisting of a container – two (2) gallons or more – with a spigot that can lock in the open position, a tub or bucket for waste water, pump soap, and paper towels. Check hand wash facility frequently and refill when needed. **ALL FOOD HANDLERS MUST WASH HANDS FREQUENTLY !**
- Sanitizer solution for wiping cloths consisting of one (1) tablespoon of household bleach for each gallon of water.
- Adequate utensil washing facilities inside booth, that provide separate containers to wash, rinse, and sanitize (1 tablespoon bleach/1 gal. water).
- Adequate storage – all food, utensils, napkins, etc., must be stored off the ground.
- Leak-proof garbage containers.
- Approved method to dispose of wastewater, grease, and charcoal – disposal in storm drains or on the ground is NOT acceptable.

### FOR DEH OFFICE USE ONLY

APPROVED:

DATE:

# Advance Preparation Kitchen or Commissary Agreement

**Home Stored or Prepared Foods are Not Allowed!** If your organization does not have its own permitted kitchen or commissary facility, you must obtain permission to use a kitchen or commissary facility which has been approved in advance by the local department of environmental health, or obtain prepared foods from an approved source. **PLEASE NOTE that pre-event food preparation inspections may be required. Have copies of food invoices/receipts at your booth, available for review upon request by the Specialist.**

Name of food booth applicant (print) \_\_\_\_\_

**Event Date:** \_\_\_\_\_

Activities to be conducted at advance preparation kitchen or commissary:

- Preparing foods  Dry food storage  
 Refrigerated food storage  Freezer food storage  
 Other \_\_\_\_\_

Name of kitchen facility or commissary  
(used for any pre-event food preparation or storage) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Does the above food facility hold a valid health permit?  Yes  No

**IF ABOVE FOOD FACILITY HAS A HEALTH PERMIT OUTSIDE OF SANTA CLARA COUNTY, PROVIDE A COPY OF THE VALID HEALTH PERMIT AND SUBMIT WITH APPLICATION.**

Specific date(s) and time(s) of pre-event use \_\_\_\_\_

The food booth applicant listed above has permission to use the food facility named below for the following: By signing this agreement, I affirm that the following is true and if the agreement is cancelled I will immediately notify the County of Santa Clara, Department of Environmental Health (408-918-3400) of said cancellation before the event date.

Name of permit holder or authorized kitchen representative (print) \_\_\_\_\_

Signature of permit holder or authorized representative \_\_\_\_\_

*The section below to be completed by the food booth applicant.*

Booth Design and Construction. Please indicate the materials used in your booth:

Walls  Screens  Canvas  Wood  Other \_\_\_\_\_

Floor  Asphalt  Concrete  Wood  Other \_\_\_\_\_

*NOTE: grass or dirt floor surfaces must be covered with approved tarps or plywood.*

Overhead covering  Canvas  Wood  Other \_\_\_\_\_

Booth rental company \_\_\_\_\_

Signature of applicant \_\_\_\_\_



