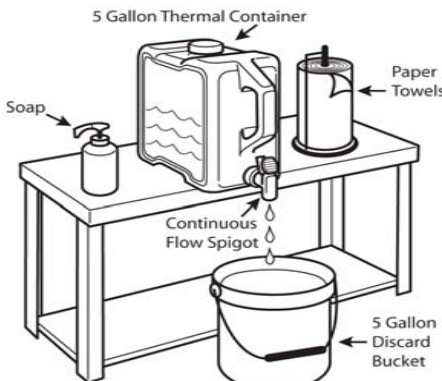


## Temporary Food Facility Permit Application or Catered Event Permit Application

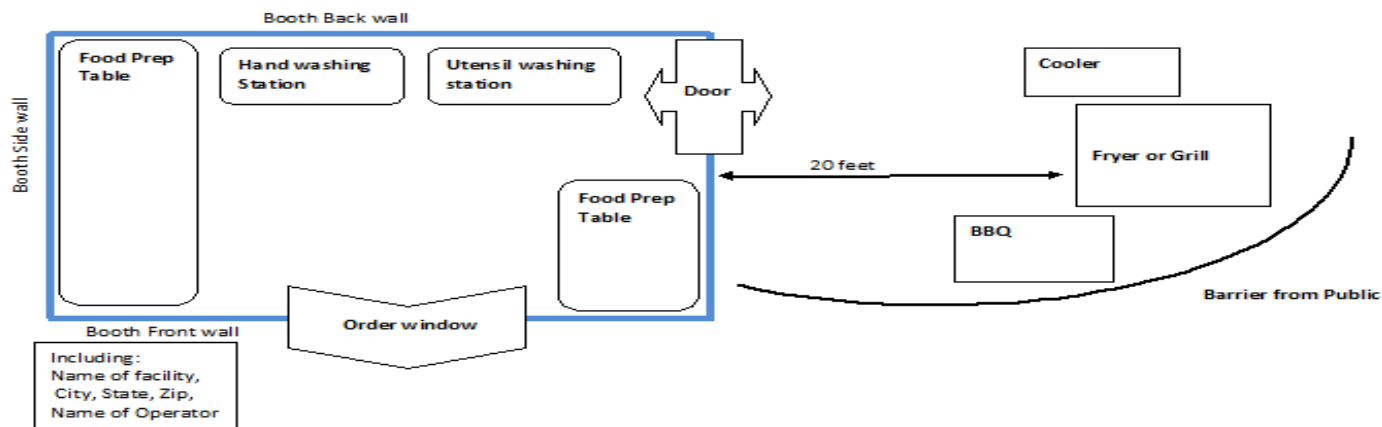
Submit one (1) application per food facility For questions contact [dehtempevent@acgov.org](mailto:dehtempevent@acgov.org)  
Incomplete applications will not be reviewed. Submit applications to [DEHWEBBILLING@ACGOV.ORG](mailto:DEHWEBBILLING@ACGOV.ORG)

Date Rec'd: / /		PE Code:	Amount: \$	Office Use EV#:	Approved By:	Date:
Owner's Name:				Do you have event Sponsor Approval (check one) YES <input type="checkbox"/> NO <input type="checkbox"/>		
				If no, your application will not be reviewed		
Business Name				Submit one application per booth		
				Number of Booths:		
Name of the Booth/Caterer:				E-mail Address:		
Business Address:				Mailing Address (if different from Business Address):		
City		State	Zip	City		State Zip
Business Phone:		Cell Phone:		FA#		
Name of Event:				Address:		
Start Date:		End Date:		Start Time:		End Time:
Event Sponsor Name:			Sponsor Phone:		Sponsor email:	
<p>California Retail Food Code requires all food preparation be done at a permitted food facility. If you are conducting food preparation prior to the event or at a location other than the event you must provide one or more of these documents:</p> <p>Commercial Kitchen Agreement (see page 5) or copy of your Fixed Food Facility Permit                  State Food Processing License                  Cottage Food Operator Registration                  Caterer Registration                  State Milk and Dairy License</p>						
				<p><b>MINIMUM REQUIREMENT FOR HANDWASH SET UP</b></p> <p><b>FOOD BOOTH: LACK OF PROPER HAND WASH SET UP (PICTURED ON THE LEFT) IS GROUNDS FOR TEMPORARY CLOSURE DURING THE EVENT.</b></p> <p>Provide the following equipment:                  Probe food thermometer(0° F- 200°F)                  Separate bucket of sanitizer to store cloth towels                  Sanitizer test strips                  Garbage cans and liners</p>		

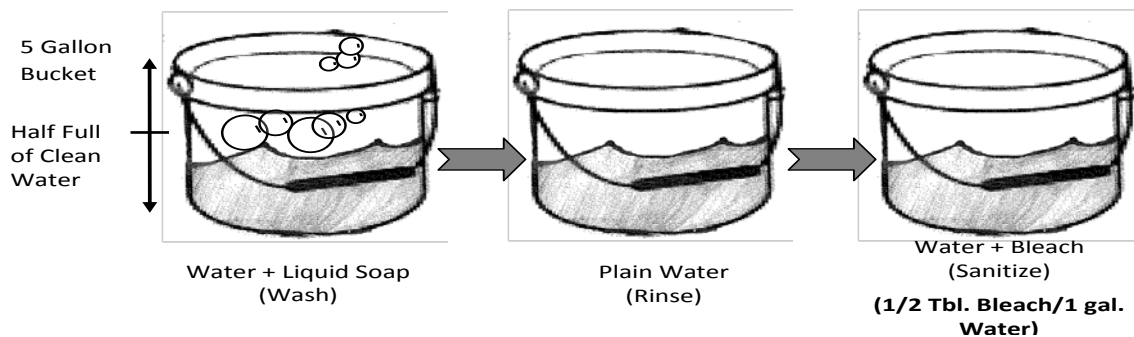
Menu Item(s)	Prepared in Advance	Prepared ONLY at event	Item will be served At the Event				Will Serve samples	Preparation methods at the event					List food equipment to be used at the event (e.g., cold -holding and hot-holding devices, rapid reheating methods, cooking equipment, sneeze guard protection) AND any additional preparation methods
			Pre-packaged	Hot	Cold	Cooked to Order		Thaw	Cut/Assemble/Portion	Cook/Bake/Grill	BBQ/Deep fry	Reheat	
<i>Example: Hamburger</i>		X		X				X			X		<i>BBQ to cook,</i>
<i>Example: Cookies</i>	X												<i>Food storage containers</i>

Are you sampling: Yes or No. Please describe

### EXAMPLE OF A BOOTH SET-UP



### UTENSIL WASH SET-UP



Refer to [http://www.acgov.org/aceh/food/TempFood\\_Facilities\\_101-pocket-guideline.pdf](http://www.acgov.org/aceh/food/TempFood_Facilities_101-pocket-guideline.pdf) for help in answering the questions below. Use N/A if it does not apply.

If you are catering an event, describe the service method

How will you make sure that utensils & equipment arrive at the event in a clean and sanitary condition?

How will potentially hazardous foods be kept hot during transportation to the event and at the event?

How will potentially hazardous foods be kept cold during transportation to the event and at the event?

How will food be protected from possible cross-contamination during transportation to the event?

What equipment will be used to wash/rinse/chop/cut/marinade/batter/skewer or otherwise prepare food in the booth?

You will provide a fully-enclosed booth: YES or NO. If no, explain:

Where will you dispose of the dirty water collected from hand and utensil washing and used fry oil?

Closure of the food facility operation by a department health inspector will occur if the following violations are observed:  
Lack of handwashing or utensil wash facilities, foods found at unsafe temperatures, unsafe equipment, foods brought from home, fly infestation, cross contamination or unsanitary conditions.

### Temporary Event Booth Operator Fees for July 1, 2017 through June 30, 2018

CIRCLE APPLICABLE PERMIT FEE CATEGORY	NON-PREPACKAGED FOODS (Food preparation, handling & portioning; Foods served to customers without packaging)		PREPACKAGED FOODS (Prepackaged food or beverages served to customers in original, unopened package)	
	1 to 4 Contiguous Days	5 to 25 Days in a 90 Day Period (Same Event)	1 to 4 Contiguous Days	5 to 25 Days in a 90 Day Period (Same Event)
Program Element	P/E 1903	P/E 1904	P/E 1905	P/E 1906
Permit Fee	\$211	\$333	\$143	\$186
*Total Due with Penalty	\$316.50	\$499.50	\$214.50	\$279
**Fee Exempt, Late Penalty	\$54.00/booth	\$54.00/booth	\$54.00/booth	\$54.00/booth

\*Applications, payments and fee exemptions received less than 5 business days before the event will be charged a 50% penalty fee. **50% of the application fee may be refunded upon rejection or event cancellation.**

- A Health Permit is required to sell or give away food or beverage to the public. A Temporary Food Booth Operator Application must be submitted for each temporary food booth that sells or gives away food or beverage.
- Food Booth Operator permits will not be issued until a Sponsor Permit has been issued for the event.
- Check payable to: "Alameda County Environmental Health". Mail to: Alameda County DEH, 1131 Harbor Bay Parkway, Alameda, 94502
- To pay by credit card, send your application via email to [DEHWEBBILLING@acgov.org](mailto:DEHWEBBILLING@acgov.org) You will receive an invoice number to pay online at <http://www.acgov.org/aceh/billing/index.htm>. Call 510-567-6858 for assistance.
- All fee exemption requests must meet minimum requirements. For requirements, instructions and forms to submit with your application: <http://www.acgov.org/aceh/food/temp.htm>

*I will comply with the requirements of a Temporary Food Booth and the information provided on this application is true.*

Application completed by (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Advisory for Temporary Food Facility Operators in Alameda County

- 1- Under the requirements of the California Health and Safety Code you must protect food from contamination.
- 2- **Cooking equipment with an open flame must be moved at least 20 feet away from your booth**, per California
- 3- Fire Code. See chart below or contact your local fire department for more information.  
Be prepared to provide overhead protection for any equipment the fire department requires outside.
- 4- Provide lids/covers for all foods cooked outside of the booth, all hot holding of food must be done inside the booth
- 5- If you have questions please submit a photo to this department for comment and suggestions

Equipment	Might be allowed inside	Must be outside	Types of overhead protection possible (numbers show several possibilities)
BBQ solid fuel grills		x	None required
Smokers		x	None required
Propane grills		x	None required
Pot stoves (cooking rings)		x	1-Lids for pots 2-Metallic cover right above unit 3-Metallic cover above unit and cook
Small Coleman style camp stoves	Maybe. Depends on the size of the gas bottle. Check with local fire dept	x	1-Lids for pots 2-Metallic cover right above unit 3-Metallic cover above unit and cook
Deep fat fryers		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook 3-Screened lid
Chafing dishes with sterno	Not allowed-cannot keep foods at temperature	Not allowed-	Not allowed-cannot keep foods at temperature
Small (butane) cook stoves	Yes (check with local fire dept)		
Gyro cook units (gas)		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook
Gyro cook units (electric)	Yes (check with local fire dept)		
Propane steam table with enclosed flame	Yes (check with local fire dept) (but the propane tank must be outside of the tent and secured.)		
Electric steam table	Yes		
Electric espresso machine	Yes		
Electric oven	Yes		
Propane griddle with enclosed flame	yes (check with local fire dept) (but the propane tank must be outside of the tent and secured.)		
Cooking pancakes on a camp stove	Maybe. Depends on the size of the gas bottle. Check with local fire dept	x	1- Metallic cover right above unit 2- Metallic cover above unit and cook
Electric heat lamps	Yes		
Corn roasters (trailers with the corn inside the roaster)		x	None required
Electric crock pots	Yes		
Popcorn machines (electric)	Yes		
Propane- kettle corn cookers with enclosed flame	Yes (but the propane tank must be outside of the tent and secured.)		
Electric waffle makers	Yes		
Electric woks	Yes		
Propane woks (cooking ring, pot stove)		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook
Electric skillet	Yes		
Donut making machine	Yes		
Steam style trailers (hot dogs or tamales)	Yes (but the propane tank must be outside of the tent and secured.)		
Enclosed flame cooking units	Generally inside is ok unless it is grease producing.		

# COMMISSARY/COMMERCIAL KITCHEN AGREEMENT

ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH

**PART D**

Section 1: Pursuant to California Retail Food Code, I will notify Alameda County Environmental Health upon termination of this agreement or if the operator voluntarily ceases using this facility

Commissary / Commercial Kitchen	Owner Name
Street Address	City & Zip Code
Cell Phone#	Alternate Phone#

I, (Facility Owner/ Manager) \_\_\_\_\_

agree to provide the following services to \_\_\_\_\_

**SERVICES PLEASE CIRCLE YES OR NO:**

Facilities to prepare or package food	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dry food storage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Toilet & handwashing facilities	<input type="checkbox"/> YES <input type="checkbox"/> NO	Waste grease removal	<input type="checkbox"/> YES <input type="checkbox"/> NO
Waste tank/sewage disposal	<input type="checkbox"/> YES <input type="checkbox"/> NO	Chemical storage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Garbage disposal	<input type="checkbox"/> YES <input type="checkbox"/> NO	Overnight parking (MFPU)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Potable (drinkable) water supply	<input type="checkbox"/> YES <input type="checkbox"/> NO	Enclosed overnight parking (carts)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Electrical hook-up	<input type="checkbox"/> YES <input type="checkbox"/> NO	Refrigeration/frozen food storage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Equipment/utensil storage	<input type="checkbox"/> YES <input type="checkbox"/> NO	Supply food product – i.e. ice, meats	<input type="checkbox"/> YES <input type="checkbox"/> NO
Warewash facility (i.e. 3 compartment sink)	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Any "NO" answers must be explained below. Additional Commissary agreements may be required:

\_\_\_\_\_

\_\_\_\_\_

Authorized Signer \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

REHS Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Section 2: is required for Commissary/Commercial Kitchen facilities located OUTSIDE of Alameda County or in the City of Berkley

If the proposed facility is located outside of Alameda County and Berkeley, the local Environmental Health Department shall verify that the commissary and/or commercial kitchen has a current health permit by signing below. The establishment is in \_\_\_\_\_ County/City.

An REHS signatures verifies that the facility indicated in **Section 1** meets CALCODE: Section 114294 – 114297.

_____	_____
<b>Out of County REHS Name (Please Print)</b>	<b>Phone</b>
_____ / _____	_____
<b>Out of County REHS Signature &amp; Date Received</b>	<b>E-mail Address</b>



## FOOD SAFETY QUIZ for Temporary Food Facility Operators

Booth Name:

Event Name and Date(s):

Proper food safety knowledge and procedures will help ensure that the public receives safe food and beverages. This short quiz is designed to be a tool for identifying additional training needed before you operate your food booth.

- Potentially hazardous foods (PHF) require temperature control to prevent the growth of bacteria. Which food is not a PHF?  
a. Cooked rice                      b. Grilled chicken                      c. Cut melon                      d. Packaged potato chips
- All cold PHF should be kept at or below \_\_\_\_\_ degrees Fahrenheit.  
a. 0                      b. 31                      c. 45                      d. 70
- All hot PHF should be served immediately to the customer or be held at or above \_\_\_\_\_ degrees Fahrenheit.  
a. 41                      b. 70                      c. 100                      d. 135
- True or False. Food stored and prepared at home may be served or sold to the public.  
a. True                      b. False
- Which of the following are effective means of ensuring food remains at a proper temperature during hot holding (e.g., in a steam-table or heated chafing dish. Note: Sterno is not allowed. Electric or butane or propane are ok.)  
a. Cook food properly prior to placement into hot holding  
b. Use two food pans (inserting one inside another) to prevent burning  
c. Preheat steam-table prior to using it with hot food  
d. Tightly cover food pans and stir food frequently  
e. All of the above
- True or False. You are required to have an accurate probe type thermometer available in your booth if you are handling foods that require temperature control.  
a. True                      b. False
- All food preparation should be performed \_\_\_\_\_ the booth.  
a. Inside                      c. Anywhere near the booth  
b. Outside                      d. Both at home and at the booth
- True or False. After barbecuing foods on a grill located outside of your booth you may serve the barbecued foods directly to customers outside of the booth.  
a. True                      b. False
- What should you do with any leftover hot food at the end of each day?  
a. Throw it away.  
b. Cover it, refrigerate it and re-use it the next day of the event.  
c. Cover it, keep it at room temperature and re-use it the next day of the event.  
d. Use it as an ingredient for another dish to sell to customers the next day of the event.

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10. How should self-serve condiments be available to customers?
- a. In squeeze bottles
  - b. In containers with a hinged lid
  - c. In individual packets
  - d. Any of the above
11. The following tasks should be assigned to different workers in your food booth: handling money, preparing ready-to-eat food, handling raw meat and poultry. Why?
12. True or False. A person in charge shall be present in the booth during all hours of operation.
- a. True
  - b. False
13. When should a food handler wash his or her hands?
- a. After touching his or her face
  - b. After touching money
  - c. After using the restroom
  - d. All of the above
14. True or False. Food handlers are required to minimize bare hand contact with ready-to-eat foods by wearing gloves, by using utensils or other implements to handle food.
- a. True
  - b. False
15. A utensil washing station is not required in your booth if:
- a. Only packaged food is sold
  - b. Unpackaged food is prepared in your booth
  - c. Utensils are used
  - d. Equipment is used
16. Utensil wash stations should have at least 3 buckets: (1) for soapy water, (2) for rinsing, and (3) for sanitizing. When using chlorine bleach as a sanitizer, how much should be used?
- a. 1/4 teaspoon per 2 gallons of fresh, potable water
  - b. 1/2 teaspoon per 2 gallons of fresh, potable water
  - c. 1 teaspoon per 2 gallons of fresh, potable water
  - d. 1 tablespoon per each gallon of fresh, potable water
17. What 4 items are important to have at your booth's hand wash station?
- (1)
  - (2)
  - (3)
  - (4)
18. True or False. Food booths with unpackaged food are required to supply warm water (at least 100° F) for hand washing purposes.
- a. True
  - b. False
19. In your booth, at least \_\_\_\_gallons of water is required for hand washing and at least\_\_\_\_gallons of water total is required for food preparation and utensil washing.
- a. 1; 5
  - b. 5; 5
  - c. 5; 10
  - d. 5; 25
20. True or False. Wash water and other liquid waste (ice melt, etc.) may be drained into a leak-proof container and then disposed of onto the ground or into storm drains.
- a. True
  - b. False

Your Name (Print):	Phone Number:
Your Signature:	Today's Date: