

Alameda County Environmental Health Department--Sponsor Application
Health Permit Application for Sponsors of Food and Beverage Booths at Temporary Events in Alameda County
 (For events in the City of Berkeley contact City of Berkeley Environmental Health)

For Office Use Only			
Date Rec'd ___/___/___	Rec'd By _____	Amt Pd \$ _____	EV# _____
Approved By _____		Date ___/___/___	

Name of Sponsor/Organizer (please print): _____	
Person in Charge _____	Title _____
Phone () _____ - _____	Fax () _____ - _____
E-mail _____	
Business Address	Mailing Address
Street # _____ Street Name _____	Street # _____ Street Name _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____

Name of Event _____
Location of Event & City _____
Date(s) of the Event _____
Check one: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Other
Start time: _____ End time: _____

Permit Fees – for July 1, 2009 through June 30, 2010

A Sponsor/Organizer Permit is required for each event (California Health and Safety Code Section 114381.1). Permits must be obtained prior to arriving at the event. No permits will be issued at an event. A Sponsor application and one application for each Booth Operator must be completed and submitted with all fees at least 10 working days prior to the event. ***Applications and payment received less than 3 working days prior to the event will be charged a 50% penalty. **All Fee Exempt permit applications received less than 3 days prior to an event are subject to a \$50.00 penalty. . (For a Saturday event. Applications received on Thursday or Friday will be penalized)**
 If an event is cancelled or an application is rejected, 50% of the application fee is not refundable. After June 30, 2010, print a new application form from the website, or call 510-567-6856 for fee amounts.

TEMPORARY EVENT SPONSOR FEES

Program Element	P/E 1911
Fee	\$132.00
50% Penalty*	\$66.00
Total with Penalty	\$198.0
Program Element	P/E 1912 fee exempt
\$50.00 Penalty**	\$50.00

Send Applications and Payment to Alameda County at least 10 working days prior to the event date to:

Alameda County Department of Environmental Health	Phone (510) 567-6748
Attn: Special Events Coordinator	FAX (510) 337-1139
1131 Harbor Bay Parkway	Web www.acgov.org/aceh/forms.htm
Alameda, CA 94502-6540	

Make checks payable to: **Alameda County Environmental Health**
 For payment by phone - (510) 567-6877 OR FAX - (510) 337-1139

A copy of your application must be received by this office before a phone payment can be accepted.

I have read, understood and will abide by the requirements for temporary event sponsors and temporary booth food sales.

Application completed by _____ Title _____

Signature of Applicant _____ Date _____

Phone () _____ - _____

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Submit a Site Plot Plan (Health and Safety Code section 114381.1)

Submit two sets of plans, 10 working days prior to event date, showing the general layout of the event indicating the proposed location of the following:

1. Food Booth Plan, specifications & location of each booth.
2. Indicate who will be providing handwashing setups for each food booth (sponsor or booth operator).
3. Show location of Potable Water Supply.
4. Show location of Toilet and Handwashing facilities and note the quantity at each location.
Provide one toilet with inside soap, towels & hot water for every 15 food handlers (about 1 toilet per 4 booths).
Provide additional toilets for the public.
5. Show location of Trash Disposal Containers (number).
6. Note if there are any Common Food Storage Facilities (Dry or Refrigerated storage).
7. Note the location of Liquid Waste Disposal Facilities/Bladders.
8. **Write in the distances from food booths to all other facilities on plot plan.**

One set of plans will be stamped "Approved" and returned to you. The inspector will keep the second set.

Water Supply

Location of potable water _____
Quantity of potable water (at least 20 gallons/booth per day) _____
Maximum distance to a booth from the water supply _____

Liquid Waste Disposal

Location of disposal _____
Type of container or disposal method _____
Capacity of container _____

Trash and Manure Disposal

Trash containers provided? YES _____ NO _____
How often are trash containers emptied? _____
If animal manure is present, how often is it removed? _____
Is there a central refuse collection site? (indicate it on the plan.) YES _____ NO _____
Is there a secondary refuse collection site? (indicate it on the plan.) YES _____ NO _____
Person(s) Responsible for trash/manure removal.
Name _____ Address _____

Toilet Facilities (with hot and cold water and attached dispensers with single use soap & towels)

A minimum of one toilet for every 15 food handlers is required.
Number of toilets: FIXED _____ PORTABLE _____ (with water, soap & towels inside)
Location and distance from food booths. Number of feet from booths?: (show on plan)
Location _____ Distance _____
Do the toilet facilities have the handwashing inside? (i.e., running water, liquid soap and towels in dispensers?) YES _____ NO _____
Give details _____

Lighting and Electrical

If it is a night event, will you have lighting? YES _____ NO _____
Give details _____
Is electrical service provided for food equipment at food booths? YES _____ NO _____

Handwashing Facilities for Each Booth

One handwashing station per food booth is required. We recommend that the sponsor provide handwashing facilities.
Who will provide the handwash facility in each booth? Event Sponsor OR Booth Operator
What type of handwash station will be provided? Hot and cold running water
Minimum: (1) 5 gallons of warm water, 5 gallon dispenser with spigot
(2) liquid soap and single use towel, Other _____
(3) waste water container

Miscellaneous Remarks (i.e., dust control methods, first-aid facilities, lighting, equipment, etc).

Approvals

Please obtain all required local city/county permits and approvals, e.g. Business License, Fire Department, Street Use and Insurance Carrier.
07/09