DINUBA RAISIN HARVEST FESTIVAL – 2020

110th Annual Dinuba Raisin Harvest Festival
"Let the Fun-Shine In"

SEPT 25th & 26th, 2020

FOOD BOOTH RENTAL AGREEMENT GUIDELINES

RESERVATIONS: Organizations wishing to sell food or conduct games must make reservations. No booths or spaces will be held without advance payment. Deadline for Application submittal is **August 28, 2020**.

NOTE: There **will be a $25.00 late fee for applications received from August 29 – Sept. 4, 2020. Absolutely no applications will be received after the 4th of September.** Rental Fees will be refunded if the event is cancelled due to COVID-19 restrictions but otherwise fees are non-refundable. Preference is given to local non-profit organizations, provided their application is received prior to the deadline. Booth or space location is on a first come first serve basis.

LOCATION: The RAISIN HARVEST Festival Committee and Booth Chairmen reserve the right to locate concessions in places which best utilize space, electricity, and provide for a balance of activities and food.

ASSIGNMENTS AND SET-UP: Space assignments and check-in will begin at 8:00 a.m. at the park on Friday, Sept. 25th. You must be operating by 4:00 p.m. on Friday and can start at 10:00 a.m. on Saturday. Vehicles will be allowed on the grass in Food Booth area Friday, Sept. 25th, but must be out of the park before 2:00 p.m. and allowed Saturday, Sept. 26th until 8:30 am and after the closing of the park at 10:00 p.m. when the RAISIN HARVEST Committee determines it is safe for the public and the booth is completely torn down and ready to load. You will be given one reserved parking space per booth space. Vehicles may not park on the grass in the booth areas. **Note:** Dinuba City Fire Department requires a $20.00 safety inspection fee.

SPACE RENTAL FEES:

Dinuba Non-Profit Organizations	$175.00 per space, or ($300.00 double space)
Out-of-Town Non-Profit Organizations	$200.00 per space, or ($350.00 double space)
Tulare County Environmental Health Certificate	$62.00 per space
Dinuba City Fire Department	$20.00 per space
Liability Insurance – (Provided by Chamber)	$50.00 per space
Food Booths – Cleaning Deposit (rules below)	$50.00 per space, or ($100.00 double space)

Commercial Vendors and For-Profit Businesses will be allowed if space is available, *provided that they have partnered with a local non-profit (who will get a portion of the sales) and/or provide a minimum $200.00 donation to a local non-profit that will be paid at the time of the application. A letter from the local non-profit must be submitted verifying they are allowing the use of their non-profit name and status and that an agreement has been made for a donation to the organization by the for-profit business. The letter must contain non-profit contact information or be on non-profit letterhead with a phone number to contact for verification.*

Each single space is a 10' x 20' area, which includes one parking space. A double space is a (20'x 20'), which includes two parking spaces. No booth will be larger or place anything outside of the measured and marked area that has been rented, without special permission. Due to limited space, we may not be able to provide everyone who desires a double space.

YOUR ORGANIZATION MUST PROVIDE:

FIRE EXTINGUISHER, TYPE 2A10BC, WILL BE REQUIRED by the Dinuba Fire Department in any booth, which will be cooking, or heating food. Inspection will be made by the Fire Department and must be passed before you can open your booth for food preparation. . *A K Class fire extinguisher will be required for booths that use Vegetable or animal oils and fats for cooking.

TRASH CANS: Each food booth must provide two (2) thirty (30) gallon trash cans with liners inside their booth, and two (2) thirty (30) gallon trash cans with liners outside each 10' x 10' booth. Double booths must provide twice that number, or a total of eight (8) cans. Additional can liners must be provided to ensure replacement of a liner in each can when that can is emptied. Trash cans should be emptied once an hour.

ELECTRICITY: Electricity outlets will be furnished for the **Food Booths**. Each space has the capacity for only 20 amps of power. **MICROWAVE OVENS OR ELCTRIC OVENS ARE NOT ALLOWED**. You will need to provide lighting for your booth. Fluorescent lights will provide more light, be much cooler to work under and use less electricity than incandescent bulbs or floodlights.

EXTENSION CORDS: Extension cords must be 3 prong, 3 wires, and heavy-duty type. Your booth will be inspected Friday prior to opening for **CORRECT CORDS AND FIRE EXTINGUISHERS**.

CLEANING DEPOSIT: There will be a $50.00 cleaning deposit, (per 10x10 space), as a guarantee that you will leave your area clean. **A separate check must be written for this deposit**. The same check will be returned **(Sept. 26th)** to you when the electrical box has been cleared at check out and under the condition that your booth area is clean at the end of the Raisin Harvest Festival. Cleaning deposit will be returned **only** if area is cleaned and checked-out by 11:30 p.m. Saturday night, otherwise cleaning deposit will **not** be returned. If you paid cash, a check will be mailed to you.

CLEAN UP: Each group must keep and leave their booth and surrounding space area clean at all times. Trash cans must be emptied both Friday and Saturday nights before leaving the park. Trash should be taken to the large roll-off dumpsters located in corners by the alley. **FAILURE TO DO SO** could result in the loss of your deposit. A clean park encourages people to stay longer and in return, you will make your money for your organization.

PARKING: Due to congestion in the alley and problems with **UNAUTHORIZED VEHICLES** in the alley or in the park itself, the following procedures will apply:

1. You will receive one (1) parking permit per organization when you rent your space. This will allow you only one (1) parking space in the alley for your booth. This may require some "carpooling" for booth personnel, so arrange rides for your booth relief workers.

2. ***Keep your parking permit card on your dashboard at all times that your vehicle is parked in the alley.***

3. You will receive one (1) delivery permit. This will allow additional supply deliveries throughout the day without danger of losing your parking space. All deliveries must be made at the alley entrance gate. Unloading spaces have been set-aside for that purpose. Once the delivery vehicle has been unloaded, you must IMMEDIATELY leave the area. **THERE WILL BE NO EXCEPTIONS**.

4. Dinuba Police personnel will be patrolling the area and will ticket your vehicle and have it towed away if you do not have your parking permit card display and are, thereby, illegally parked.
   PLEASE COOPERATE SO THAT ALL CAN ENJOY THESE SERVICES.

LIMITATIONS: Under no circumstances will you be allowed to spend the night in your booth. The Raisin Harvest Festival Committee reserves the right to limit the number of food, craft, game, and merchandise concessions. The Raisin Harvest Committee also reserves the right to adjust the number of activities to meet the logistical needs of the Festival.

WEATHER: The Raisin Harvest Festival will be held regardless of the weather. There will be NO refunds for poor weather conditions.

REMINDER: YOU MUST HAVE A CALIFORNIA DEPT. OF TAX AND FEE ADMINISTRATION SELLER'S PERMIT You can contact the **CDTFA Office 8050 N. Palm Avenue, Suite 205, Fresno, CA** or call them at: **559-440-5530** or e-register online at https://onlineservices.cdtfa.ca.gov/ to get a permit. Each participant is responsible for his or her own sales tax collections and related reports to the California Dept. of Tax and Fee Administration.

REMINDER: YOU MUST HAVE LIABILITY INSURANCE NAMING THE DINUBA CHAMBER OF COMMERCE AS ADDITIONALLY INSURED. Please provide a certificate of insurance at the time of your application or fill out the form to purchase insurance form the Dinuba Chamber.

PLEASE keep this Rental Agreement guideline for your reference.

DINUBA RAISIN HARVEST FESTIVAL – 2020

110th Annual Dinuba Raisin Harvest Festival
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FOOD BOOTH RENTAL APPLICATION

Deadline for Applications – August 28, 2020

$25.00 LATE FEE FOR APPLICATIONS RECEIVED AFTER AUGUST 28, 2020

Organization_____

Group/Department
Requesting Rental Space_____

State Board of Equalization
Identification Number_____

Responsible
Person_____

Address_____

City_____Zip_____Phone_____

E-mail_____

Food (specify type of food)

_____

Space Rental Fees:
Single Space:10' x 20'

10' x 10' Booth with a 10' x 10' prep/storage/cooking space directly behind.
You must stay within your space 10' wide by 20' deep.

1. Dinuba, Non-Profit Organizations _____@ $175.00 = $_____
2. Out-of-Town Non-Profit Organizations_____@ $200.00 = $_____

Double Space: 20' x 20'

10' x 20' with a 10' x 20' prep/storage/cooking space directly behind.
You must stay within your space 20' wide by 20' deep.

1. Dinuba, Non-Profit Organizations_____@ $300.00 = $_____
2. Out-of-Town Non-Profit Organizations_____@ $350.00 = $_____

Tulare Co. Environmental - Health Certificate (Non-refundable)

FOOD BOOTHS - $62.00 (Include with Rental Fees) $_____

Dinuba City Fire Department - Fire Safety Inspection (Non-refundable)

FOOD BOOTHS - $20.00 (Include with Rental Fees) $_____

Liability Insurance - $50.00 (Include with Rental Fees) (Non-refundable)

(Provided by Chamber of Commerce) $_____

*Late Fee – If applicable - $25.00 (Include with Rental Fees) (Non-refundable)

(*If application is submitted after AUGUST 28th) $_____

Cleaning Deposit

FOOD BOOTHS - $50.00 SINGLE, $100.00 PER DOUBLE $_____
(Refundable – Write a separate check to Dinuba Chamber of Commerce)

TOTAL AMOUNT PAID $_____

Note:

Please mail applications along with two separate checks written out to "Dinuba Chamber" for:

#1. Booth Rental, Tulare Co. Health Certificate, Fire Safety Inspection Fees, Liability Insurance
#2. Cleaning Deposit (Refundable) *Please review cleaning deposit refund conditions

To: DINUBA CHAMBER OF COMMERCE
210 N. L St
Dinuba, CA 93618

Release: I understand there could be a cancellation of the event due to COVID-19 restrictions and I will receive a full refund. I understand there will be no refunds because of the weather and I will abide by the guidelines. I understand that the Dinuba Chamber of Commerce, City of Dinuba, and the Raisin Harvest Festival Committee are NOT responsible for any theft or damage of materials or personal property and/or injury, which may occur during or in connection with the RAISIN HARVEST Festival.

I understand and agree to the above.

Signature of
Responsible Party_____Date_____

INFORMATION ABOUT VENDOR INSURANCE

ATTENTION: RAISIN HARVEST FESTIVAL VENDORS

WE HAVE FOUND AN INSURANCE CARRIER, HUB INTERNATIONAL SERVICES, THAT WILL PROVIDE INSURANCE TO ALL OF OUR VENDORS FOR $50.00 PER VENDOR UNDER AN UMBRELLA POLICY THAT THE CHAMBER WILL PURCHASE.

IF YOU HAVE YOUR OWN INSURANCE PLEASE PROVIDE US WITH A CERTIFICATE OF INSURANCE NAMING THE DINUBA CHAMBER OF COMMERCE AS ADDITIONAL INSURED. WE HAVE PROVIDED A FORM ON THE BACK OF THIS LETTER FOR YOU TO REQUEST THIS CERTIFICATE FROM YOUR INSURANCE PROVIDER IF NEEDED.

IF YOU DON'T HAVE INSURANCE AND WOULD LIKE TO BE INCLUDED IN OUR POLICY ENTER $50.00 ON THE LINE NEXT TO LIABILITY INSURANCE AND INCLUDE THE ADDITIONAL $50.OO FEE WITH YOUR APPLICATION. PLEASE FILL OUT THE REQUEST FOR CERTIFICATE OF INSURANCE AND RETURN IT WITH YOUR APPLICATION.

IF YOU HAVE ANY QUESTIONS, YOU MAY CALL SANDY SILLS @ 591-2707
OR EMAIL ssills@dinubachamber.com

Request for Certificate of Liability Insurance

Each vendor must provide a Certificate of Liability Insurance naming the Dinuba Chamber of Commerce as Additional Insured to participate in Dinuba Chamber of Commerce events. You can use this form to send to your insurance company for this request or fill out and turn in if you need to purchase insurance.

Insurance Coverage Needed: General Liability $1,000,000.00 Coverage
Certificate to name as Additional Insured: Dinuba Chamber of Commerce

Additional Insured: Dinuba Chamber of Commerce
210 North L Street
Dinuba CA 93618

Certificate Holder: Dinuba Chamber of Commerce

Insured: _____

Address: _____

_____

_____

Phone:_____ Fax: _____

Vendor Description: Food Vendor

Description of Merchandise, Food or Game:_____

_____

Event: Raisin Harvest Festival

Location: Rose Ann Vuich Park - 855 E El Monte Way - Dinuba CA

Dates of Event: September 25 & 26, 2020

COMMUNITY EVENT FOOD VENDORS:

Community events that include serving food to the public present challenges to both professional and volunteer food vendors. The goal of providing safe food is shared by everyone involved. While professional food vendors are usually familiar with regulatory requirements, volunteers may not be. Tulare County Environmental Health Department strives to work with the event organizer to help make all food vendors aware of food safety requirements and their responsibilities to make the event a success.

Food vendors participating in community events are required to observe the following:

1. All food must be prepared in an approved food facility such as a health permitted kitchen, or onsite in the temporary food booth. Food that has been stored or prepared in a private home **may not be sold, offered for sale, or given away** in a temporary food facility with the *exception of an approved Cottage Food Facility.*

2. The Food Vendor must indicate the type of food which will be prepared/served in the booth. The Food Vendor must also indicate any other locations of food preparation/storage.

3. **The completed form and fees must be returned to the Event Organizer. The organizer must submit all completed vendor applications and fees at least two (2) weeks prior to the event. (Make checks payable to TCEH).**

4. Read and follow the "Temporary Food Facility Guidelines".

5. Vendors sampling or preparing food shall complete the entire application.

6. ALL vendors shall prominently display a completed self-inspection checklist, indicating they are ready for inspection, on or before the ready for inspection time and date indicated on their application.

Temporary Food Vendor Fees effective July 1, 2017:

- Temporary Food Event 1-2 days - $62
- Temporary Food Event 3-25 days - $91
- Temporary Food Event - Annual Single Vendor - $342
- Temporary Food Event Prepackaged/Food Sampling (1-2 days) - $20
- Temporary Food Event Prepackaged/Food Sampling (3-25 days) - $31
- Temporary Food Event Prepackaged/Food Sampling - Annual Single Vendor - $42

***A chargeable re-inspection fee of 75% of the current health permit fee may be assessed if all booth requirements are not met at the indicated ready for inspection date and time(see next page).**

If you have any questions or need clarification on any item, please feel free to contact the event organizer or this office at (559)624-7400.

* U.S. military veterans who solely own the business and product being sold from a temporary event facility may be exempt from a health permit fee if they meet permit requirements, and are operating within their permitted conditions per the California Health & Safety Code. Veterans shall submit proof of an honorable discharge form DD214 along with the Affidavit for Veteran's Fee. (Beer, wine, and alcohol services are not allowed).
*Veterans with annual permits remember to attach a copy of your health permit with the temporary event application.

COMMUNITY EVENT FOOD VENDOR APPLICATION FORM

EACH VENDOR IS TO RETURN THIS FULLY COMPLETED APPLICATION
AND THE APPROPRIATE HEALTH PERMIT FEE OR PERMIT COPY TO THE EVENT ORGANIZER

Name of Event: Raisin Harvest Festival Date(s) of Event: 9/25/2020 to: 9/26/2020

Food Sales Start Time: Friday 9/25 4:00 PM Food Sales End Time: Saturday 9/26 10:00 PM

Ready for Inspection Date: 9/25/2020 **Ready for Inspection Time:** 2:00 PM

Event Address/Location: 855 E El Monte Way City: Dinuba

Business/Organization Name: _____

Business Mailing Address: _____ City/State/Zip: _____

Applicant Name: _____ Phone: _____

Email Addresss: _____ Booth Number: _____

VENDOR PERMIT TYPE: (one time vendors complete part A, annual permit vendors complete part B)

A. Indicate the Single Event (one-time only) Temporary Health Permit you are applying for:

☐ Single Event Vendor Food Prep 1-2 days ($62) ☐ Single Event Vendor Food Prep 3-25 days ($91)

☐ Single Event Vendor Prepackaged 1-2 days ($20) ☐ Single Event Vendor Prepackaged 3-25 days ($31)

☐ Veteran Exemption (complete Veterans exemption affidavit form – see enclosed, & attach DD214 form)

B. Annual Permit Vendors: Identify your Tulare County Health Permit: (please attach a copy of your health permit)

Business Name: _____ Facility #: FA_____ Permit Expiration Date : _____

☐ Tulare County Mobile Food Permit - Indicate Cart # or License Plate #: _____

☐ Tulare County Catering Permit ☐ Annual Single Vendor ☐ Annual Prepackaged/Food Sampling Permit

FOOD OPERATION TYPE: (Check all that apply)

☐ Pre-packaged food **(no sampling)** ☐ Pre-packaged **(with sampling)** ☐ Food Demonstration ☐ Food Preparation

☐ Food booth operator is registered with IRS as a non-profit 501 (c) 1-10, or 19 organization
(non-profit vendors do not require booth screen enclosure, and can use 3 warewash tubs in lieu of a warewash sink)

PREPACKAGED VENDORS ONLY

NOTE: Prepackaged food vendors are only required to complete the first page of this application
Samplers must complete the handwash sink requirements since they are handling open food.

- All temporary food facilities shall provide a sign with the facility name, operator name, city, state, and zip.
- Pre-packaged food booths require overhead protection made of wood, canvas, or other to protect from elements.
- Pre-packaged food/beverages shall be kept 6 inches off the floor at all times.
- At the end of the operating day, all Potentially Hazardous Foods that are held at 45 °F **shall be destroyed.**
- At the end of the operating day, all potentially hazardous foods held at or above 135 °F **shall be destroyed.**
- List the items you will be selling/serving: _____
- I understand that if I process or can prepackaged foods I will need to submit a copy of a California Cottage Food Permit, a Processed Food Registration or Cannery License from the California Department of Public Health with this application.

By signing this form I agree to comply with the above noted requirements, that the fees are nonrefundable and nontransferable, and certify to the best of my knowledge the statements made herein are true and correct.

Applicant Signature: _____ **Date:** _____

(OFFICE USE ONLY) Payment Type: _____ **FA:** _____ **Receipt #:** _____ **OA Initials:** _____ **Paid Amount:** _____

POTABLE WATER

Water source is from (check one): ☐ A Permitted Water System (example: City Water), ☐ Bottled Water, ☐ CA State Licensed Water Vending Machine, ☐ CA State licensed Water Hauler, or a ☐ Private Non Ag Well (Must provide Bacteriological, Nitrate, & Nitrite testing results and meet Safe Drinking Water Standards)

MENU

Food preparation shall be done either in an enclosed Temporary Food Booth or at a permitted food kitchen

List food items to be served: (tacos, tamales, shaved ice, nachos, hot dogs, pizza, bbq, popcorn, lemonade, coffee, etc.)	**Mark if food item is fully or partially prepared at an offsite permitted kitchen:**	**Identify types of preparation at offsite permitted kitchen:** (baking, cooking, marinating, slicing, preparing)	**Identify types of preparation at booth:** (example: assembly, slicing, cooking, dispensing)	**Describe how food will be transported to the event within 30 minutes** (ice chest with ice, refrigerator, chafing dish, insulated warmers)
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			

☐ ***Check here if preparing ALL food inside the food booth on the day of the event and skip to next page.***

☐ ***Check here if storing and/or preparing any food at a commercial kitchen and fill out the Kitchen Authorization below.***
Homemade foods are not allowed, except for prepackaged non perishable foods from a permitted Cottage Food Kitchen.

COMMERCIAL KITCHEN AUTHORIZATION

Complete this section if you are going to prepare food ahead of time at an Environmental Health permitted kitchen. No food shall be prepared at home. Permitted Cottage Food is allowed.

The food vendor listed on this form has permission to use the commercial kitchen named below for preparing and storing food on the following dates:

Business Name Of Kitchen:		Address Of Kitchen:	
City:	State:	Zip:	Phone:
Facility ID:		Type of Permit:	Permit Expiration Date:
Owner Signature:		Print Name:	Date:

If the commercial kitchen in which food preparation will take place is located outside of Tulare County, the Local Environmental Health Department must sign below authorizing use of the commercial kitchen, and verifying a current permit.

Signed by:	Print Name:	Date:

Environmental Health Specialist

County of:

Note: Complete the remainder portion of application in lieu of site plan.

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining hot food hot, or cold food cold during the event dates. Check all that apply.

☐ **I will keep food cold in an ice chest at 45°F for up to 12 hours in a day and then throw away.**

☐ **I will keep food cold in a refrigerator at 41°F and may use the food for next day service.**

☐ **Not Applicable - I will not be working with foods that require cold temperature control.**

I will keep cooked food hot at 135 °F or hotter at all times by using: (Do not use ice chest to keep foods hot)

☐ Steam Table or Chafing Dish with canned fuel (sterno)
☐ Hot skillet, griddle, or barbecue
☐ Crock pot or roaster
☐ Rice cooker
☐ Hot dog roller
☐ Other (please specify): _____

***At the end of the operating day, all hot foods must be thrown away. Cooling for future re-heating is not allowed at community events.**

*** Do not use ice chests to keep foods hot, must use a warming device that is able to keep temperatures hot.**

THERMOMETERS REQUIRED

☐ A health department approved probe thermometer will be provided to monitor potentially hazardous food temperatures.

☐ An approved refrigerator style thermometer will be provided for all cold holding equipment (refrigerators, freezers, & ice chests)

FOOD PROTECTION

Identify methods to protect food from contamination. Check all that apply.

☐ Sneeze Guards
☐ Hinged Chafing Dishes
☐ Serving Tongs
☐ Serving/ Sampling Plate with Lid
☐ Prepared and Stored away from the customers
☐ N/A
☐ Food Compartments
☐ Other (Specify): _____

FOOD BOOTH CONSTRUCTION

See Temporary Food Facility Guidelines available online or at our office for a full description of requirements.

☐ **If working in a fully enclosed building that meets the food booth requirements (skip to next page)**
☐ **If working from a Tulare County permitted mobile unit such as a cart, trailer, or truck (skip to next page)**
☐ **If working inside a food fully enclosed food trailer or truck that meets the food booth requirements (skip to next page)**

All food booths that handle non-prepackaged food require:

- **Floors** constructed of concrete, asphalt, tight wood, or other cleanable material in good repair.
- **Overhead protection** made of wood, canvas, or other to protect food preparation, food storage, and warewashing areas from rain, dust, bird/insect droppings and other contaminants.
- **Full Enclosure** of the booth with 16 mesh per square inch screens, and pass-thru windows (216 square inches in size).
  - (Does not apply for non-profit vendors if inclement weather, insects, vermin, and birds are absent. If conditions change, vendor must be prepared to enclose booth).
- **Limiting display and handling** of nonprepackaged food in food compartments.

Floor Material: _____ Wall Material: _____

Ceiling Material: _____ Size of Pass-Thru Window: _____

***All temporary food booths shall provide a sign with the facility name (in 3 inch size letters), and operator name, city, state, and zip (in 1 inch size letters).**

WAREWASH SINK REQUIREMENTS
A 3 Compartment Sink is Required if operating for more than 4 hours.

Please Indicate what warewash sink you will use during the event if operating more than 4 hours. Warewashing sink is (check only one):

☐I am a Non-Profit vendor and I will provide the minimum required 3 tub warewash setup to wash, rinse, and sanitize utensils.

☐Provided by event organizer

☐Providing my own warewash sink

☐I will be sharing the sink with the 3 following vendors below:

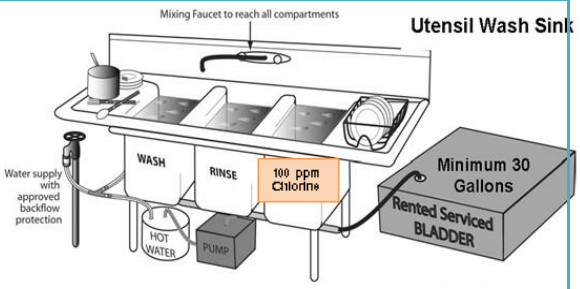
1._____ 2._____ 3._____

☐ Located inside restaurant and food booth is within 200 feet of restaurant. Restaurant Name: _____

☐ Warewash sink is not Required – booth operates less than 4 hours per day & provides extra utensils that are clean and sanitized.

Warewashing Sink Water Source and Sewage Disposal (Check all that apply):

☐ Water is supplied by a food grade hose with back flow protection device
☐ Water supplied by self contained tank. Tank Size in Gallons: _____
__ Waste water will drain into a tank. Tank Size in Gallons: _____
☐ Waste water will be drained into onsite sewer/septic system



HANDWASH SINK REQUIREMENTS
Required if sampling, preparing food, and serving beverages.

Handwashing sink provided inside food booth by (check only one):

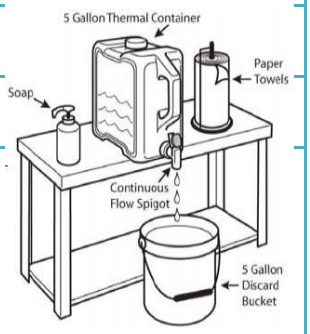
☐ Event Organizer ☐ Food Booth Operator ☐ Not required (serving prepackaged food only-No sampling)

Type of Handwashing sink (check only one):

☐ Gravity Fed 5 Gallon Unit with hands free dispensing, warm water, hand soap, paper towels, and an approved Waste water bucket **– Is only allowed if event is 3 days or less**

☐ Permanently Plumbed or Self Contained Portable Sink – **required if event is 4 days or longer**

Gravity Fed Unit



CLEANING AND REFUSE DISPOSAL

If using multi use utensils (knives, scoops, spatulas, etc.) inside the booth for food preparation mark the appropriate box:

☐ I will clean the utensils every 4 hours in a warewash sinkif food service is more than 4 hours

-OR-

☐ Food service is less than 4 hours. I will bring extra utensils and replace as needed.

☐ I agree to the following:

- I will clean food contact surfaces at least every 4 hours
- I will clean the booth structure as often as needed
- Refuse will be disposed of as often as needed, and at the end of the event at the organizer's designated location.

By signing this form I agree to comply with the above noted requirements, that the fees are nonrefundable and nontransferable, and certify to the best of my knowledge the statements made herein are true and correct.

Applicant Signature: _____ Date:_____

This form is available at www.tularecountyeh.org

HHSA Public Health | Environmental Health Services
WWW.TULARECOUNTYEH.ORG • (559) 624-7400

VETERAN'S FEE EXEMPTION REQUEST FORM

This exemption is in accordance with Section 16102, Business and Professions Code, which allows every United States Veteran, who has received an honorable discharge or a release from active duty under honorable conditions, to hawk, peddle, sell any goods, or merchandise owned by him, (except spirituous, malt, vinous or other intoxicating liquor), without payment of any license, tax or fee to vend the merchandise.

This affidavit is to be filed with the Tulare County Environmental Health Services Division in conjunction with the application for a Health Permit to sell or give away food to the public.

Business Name: _____

Business Location: _____

Mailing Address: _____ City: _____

Business Owner (Veteran): _____ Phone #: _____

Owner Address: _____ City: _____

Business Description: Describe kinds of food and beverages sold, and type of facility sold from:

_____

_____

Are you selling or giving away any ***alcoholic beverages**? ☐ Yes ☐ No

Were you honorably discharged/released from the US Services? ☐ Yes ☐ No

Are you the sole owner of the goods being vended? ☐ Yes ☐ No

***Veterans fee exemption does not allow serving/ selling beer, wine, or liquor.**

Verification of Owner Veteran Identity:

Drivers License No. _____ **State** _____ **Expiration Date** __/__/__ **Birth Date** __/__/__

Service Branch: ☐ Army ☐ Navy ☐ USMC ☐ USAF ☐ USCG

Service Documentation: **Attach a copy of Veterans *Honorable Discharge Form (DD214).***

☐ **Check here if you would like to obtain an annual health permit. By doing this we keep your Veteran affidavit and DD214 on file so you do not have to resubmit for every event that you attend. Please note that a vendor application is always required to be submitted with a copy of the annual health permit.**

I DECLARE UNDER PENALTY OF PERJURY, BY THE LAWS OF THE STATE OF CALIFORNIA, THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

_____ _____ _____ _____

Veteran Signature | Date | EHS Specialist | Date

Approved: ☐ Denied: ☐ _____

Reason

5957 S. Mooney Blvd., Visalia, CA, 93277 Main: 559-624-7400 Fax: 559-687-6941

HHSA Public Health

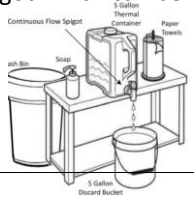
Tulare County Environmental Health Services
5957 S Mooney Blvd, Visalia, CA, 93277
559 624-7400 • FAX 559 733-6932

Community Event Food Vendor Self-Inspection Checklist For Booths

All items must be completed prior to serving food to the public.

*A chargeable re-inspection fee of 75% of the current health permit fee may be assessed if all booth requirements are not met at the indicated ready for inspection date and time.

Initial below when completed

1. ❑ **Events 3 days or less:** Temporary Hand-wash station provided. ✓ 5 gallon container of 100°F warm water with a spigot which can be turned on and off without having to hold it on. ✓ Liquid soap in a pump dispenser ✓ Single use paper towels & bin for towel waste ✓ Bucket to catch the dirty water & dispose in sewer  ❑ **Events 4 days or more:** Self-contained or permanently plumbed handwash station is provided with soap and paper towel dispenser. ❑ No handwash station required if serving prepackaged food/beverages only	1._____
2. ❑ Warewash sink provided with approved potable water source: ✓ 1 compartment with soapy water to use for washing ✓ 1 compartment with plain water to use for rinsing ✓ 1 compartment with bleach and water to use for sanitizing Note: 1 Tablespoon of bleach should be used for each gallon of water ❑ No warewash sink required if serving prepackaged food ❑ No warewash sink required if food service will be less than 4 hours, and replacement utensils available.	2._____
3. ❑ Cloth towels intended for sanitizing will be stored in a sanitizing solution. **100 parts per million (ppm) chlorine** (or 1 Tbsp. Bleach per 1 gal. of water) of sanitizing solution provided. QAC may be used with 200 ppm concentration. Provide sanitizer test strips to measure strength of sanitizer.	3._____
4. If conducting food preparation, tasks are delegated to different workers to minimize cross contamination of food: ❑ Employee who will only touch the raw meat, fish or poultry ❑ Employee who will only touch ready to eat (RTE) foods ❑ Employees who only handle/touch the money ❑ Employees will wash hands in between touching raw and ready to eat foods ❑ NA – only serving prepackaged food	4._____
5. ❑ All food preparation is done inside the booth or at a Environmental Health Permitted Food Facility Kitchen.	5._____
6. ❑ If there is a barbecue, it can be used outside of the booth, but all food once cooked must be placed back inside the booth for preparation and service to the customer. (Note: Barbecue should be roped off to prevent public access and have overhead protection from trees, birds, etc).	6._____
7. ❑ Approved thermometers are available in the booth to measure food for hot and cold holding temperatures.	7._____
8. ❑ All cold foods are well refrigerated/well iced and are maintained at or below 41 degrees F, **OR** ❑ All cold foods are well iced and are maintained at 45 degrees F up to 12 hours, and discarded at end of day.	8._____
9. All hot foods are: ❑ Served directly to the customer, **OR** ❑ Held at or above 135 degrees F, **AND** Discarded at the end of each day.	9._____
10. Self-service condiments are: ❑ Kept hot or cold if not shelf stable **AND are protected by placing them** ❑ In containers with a hinged lid, **OR** ❑ In squeeze bottles, container with pump, **OR** ❑ In individual packets.	10._____
11. ❑ Open food is protected from contamination by sneeze guards, containers with lids, or out of consumer reach.	11._____
12. ❑ Trash containers are available inside the booth, and is removed as often as needed.	12._____
13. ❑ Completed self-ispection checklist is prominently displayed in public view.	13._____

By signing this form I declare that I have met the above noted California Standards for a Temporary Food Facility, and certify to the best of my knowledge the statements made herein are true and correct.

Print Name of person in charge: _____ **Date:** _____

Signature: _____ **Phone:** _____

PRINT THIS PAGE ON BRIGHTLY COLORED PAPER

HHSA Public Health | Environmental Health Services
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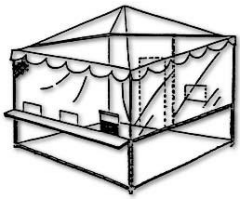
Community Event Food Vendor Requirements

Requirements are based upon the California Health & Safety Code (CalCode)

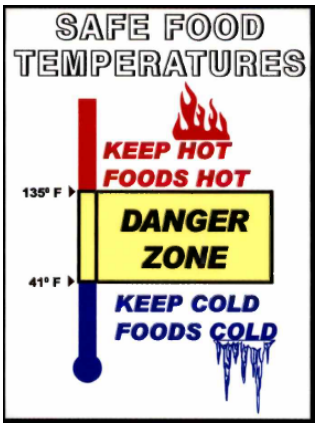
Potable Water: The event organizer is to ensure that potable water shall be provided from an approved well, bottled water source, or permitted water system. Hoses used for transporting drinking water must be an approved drinking water hose (white) and equipped with adequate back flow protection.

Booth Structure: Each food booth preparing and handling **non-prepackaged** foods must be **fully enclosed** (walls and ceiling) except for a self-closing serving window or entry door. Overhead protection is required above all food preparation, food storage, and warewashing areas. Clear, plastic tarps, wood, canvas, or screens are approved enclosure materials. Constructed floor material that provides a cleanable surface, such as concrete, tight wood, or asphalt is acceptable. **Note:** Booths serving only unopened, prepackaged foods are to provide overhead protection, but are exempt from wall enclosure and flooring requirements (refer to sections 114347, and 114349).



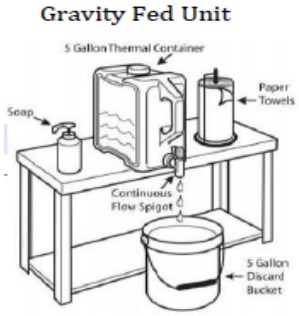
Booth Identification: The name of the facility, city, state, ZIP Code, and name of the operator shall be legible and clearly visible to patrons. The facility name shall be in letters at least 3 inches high. Letters and numbers for the city, state, and ZIP Code, may not be less than 1 inch in height. Identification on a poster, sign, or banner is acceptable.

Food and Utensil Storage: All utensils, food, and food contact items must be stored in a manner that ensures **protection from contamination** from moisture, dust, insects, and rodents, etc.



- All potentially hazardous foods (PHF) are to be stored in such a way that the temperature is maintained either **below 45°F** or **above 135 °F**.
- Cold storage units including ice chests must possess a thermometer at all times and the food vendor is to frequently check to ensure that the temperature is maintained at or below 41 °F, to keep potentially hazardous foods below 41 °F.
- Ice used for refrigeration purposes is not to be used for consumption in food or beverages.
- No other items are to be stored or left inside ice containers storing ice that is intended for consumption.
- Ice chests may not be used to store unpackaged, cooked meats unless cooked meats are stored in leak proof containers to prevent cross contamination. Separate ice chests are recommended.
- Food, clean utensils, and food equipment must be kept a minimum of **6 inches** above the floor/ground.
- During periods of operation, supplies and non-potentially hazardous food in **unopened** containers may be stored adjacent to the temporary food facility or in **unopened** containers in an approved nearby temporary storage unit with overhead protection. This must be indicated on the booth plan.
- **At the end of each operating day, all food that is held cold at 45 °F OR hot at or above 135 °F shall be discarded**.

Hand Washing: A minimum **5-gallon container of warm water** (100°F) is required in all temporary food facilities handling non-prepackaged food for events lasting 3 days or less. (For events 4 days or longer must provide permanent or self contained handwash sinks). The container must have a hands free dispensing spout that leaves both hands free to allow proper hand washing. A **catch basin** for wastewater, **liquid soap** in a dispenser and single-use disposable **paper towels** must be provided. No wastewater or garbage is to be dumped onto ground. If the event organizer does not provide hot water, the food vendor is responsible for heating water either on a stove top or via a portable water heating device. **All food handlers are required to wash their hands before handling food and when changing operations:** when alternating between types of potentially hazardous food being prepared, after



using the toilet, handling money, smoking, etc. **Note:** Booths that handle only prepackaged food need not comply with this handwashing requirement.

Food Preparation: **NOTWITHSTANDING COTTAGE FOOD KITCHENS, NO FOOD IS TO BE PREPARED IN A PRIVATE HOME KITCHEN.**

- Food handlers are to have loose hair tied back or contained within a hairnet or hat.
- Food contact surfaces must be smooth, easily cleanable, and non-absorbent.
- Equipment, food-contact surfaces, and utensils must be cleaned and **sanitized** at any time the following occurs:
    - Alternation of uses between raw fruits or vegetables and potentially hazardous food,
    - Alternation of uses between raw foods of animal origin to working with ready-to-eat foods,
    - Alternation of uses between processing different types of animal products unless processed in the following order first to last:
        - Cooked, ready-to-eat products,
        - Raw beef and/or lamb,
        - Raw fish products,
        - Raw pork or poultry,
    - Before each use of a food temperature-measuring device,
    - At any time during the food handling operation when contamination may have occurred.
- Equipment, food-contact surfaces, and utensils must be **sanitized** routinely throughout the day **not to exceed four (4) hour intervals, or more often if needed.**
- The following required final internal cooking temperatures are to be met and a **metal probe thermometer*** must be used to ensure these temperatures are met:
    - Pork/fish/eggs= 145 °F
    - Beef/hamburger= 155 °F
    - Poultry/meat stuffed foods= 165 °F
    - Reheated foods=165 °F

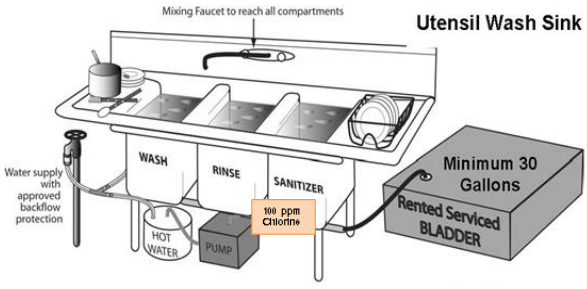
- ***The thermometer must also be utilized frequently to ensure that hot holding units are maintaining food at or above 135°F. Sanitize the thermometer after use.**
- No galvanized metal, blue enamel, or copper cookware is to be used.
- Outdoor barbeques may be operated outside food booth, however must be located in an area which suitably protects the food and equipment from dust, dirt, and overhead contamination. The surface of the ground adjacent to the barbecue facility must consist of a material which will inhibit the generation of dust. The barbeque unit must be separated from public access by using ropes or other approved methods at approximately 5' (feet) perimeter. Food items prepared on an outdoor barbecue must be brought back into food booth for any further preparation, assembly, and/or serving.

Food Assembly: Tongs and serving utensils shall be utilized to prevent food contamination. Keep all food covered when not serving. Sneeze guards are to be provided whenever the public has access to food holding containers. Condiments shall be single-use packaging or contained within a dispensing unit.

Washing and Sanitizing: Cloth towels intended for wiping and maintenance shall be stored in a sanitizing solution when not in use. **100 parts per million (ppm) chlorine** (or 1 oz. Bleach per 1 gal. of water) provides adequate sanitizing of towels. Single-use disposable paper towels may be used instead of cloth towels. Provide sanitizer test strips to measure strength of sanitizer.

Utensils, food contact surfaces and containers are to be cleaned using the following four (4)-step manual dishwashing method:

1. Wash with hot soapy water
2. Rinse with hot water
3. Sanitize in water with 100 ppm chlorine (Bleach-water solution) by full immersion for a **minimum of 60 seconds**
4. Air dry – do not towel dry



Permitting: Health permits are issued at the event following a successful inspection. **ONCE COMPLETING ALL ITEMS LISTED ABOVE, BOOTH MAY OPEN FOR BUSINESS PRIOR TO HEALTH INSPECTION. FAILURE TO COMPLETE ITEMS LISTED ABOVE MAY RESULT IN A TEMPORARY BOOTH CLOSURE AT TIME OF HEALTH INSPECTION. A REINSPECTION WILL BE CONDUCTED WITHIN 15 MINUTES OR AGREED UPON TIME. IF BOOTH SETUP REMAINS INCOMPLETE A REINSPECTION FEE OF 75% COST OF THE HEALTH PERMIT MAY BE CHARGED TO THE COMMUNITY EVENT FOOD VENDOR'S ACCOUNT.**

A current copy of the Health & Safety Code requirements for food facilities may be accessed on our website at tularecountyeh.org

Sample Handwash and Warewash Layouts

*Temporary Handwash Station approved for events that are 3 consecutive days or less

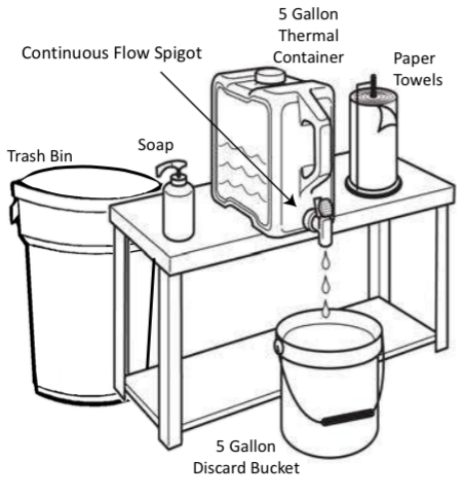
Hand and Utensil Washing Guidelines for Temporary Event

EXAMPLE OF HAND WASHING SET-UP

WASH HANDS:

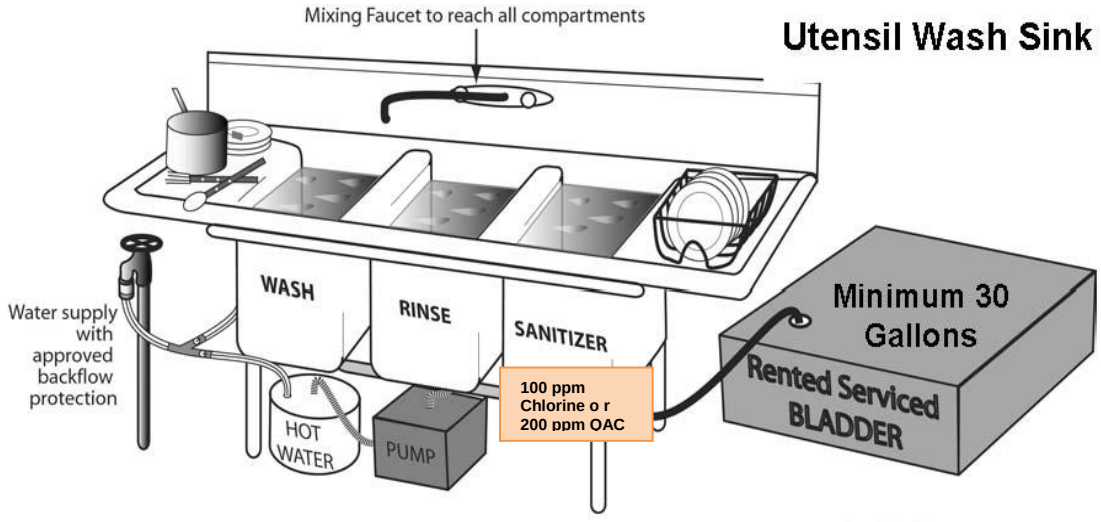
Before:
- Starting work
- Handling Ready to Eat (RTE) food

After:
- Using restroom
- Sneezing
- Coughing
- Touching raw food
- Touching face or hair
- Eating or drinking
- Emptying garbage
- Smoking
- Any chance of contamination



*Self Contained Portable sink or Permanently Plumbed Sink required for events that are 4 or more consecutive days
- Self contained unit must provide warm and cold water, have self contained tanks, and have soap and single use paper towels available

*Warewash sink accessible within 100 feet for vendors that need to clean utensils every four hours. Can share with up to 4 full prep vendors, or 8 limited prep vendors.
-Not required if operating 4 hours or less and providing extra utensils.
-Non profits may use 3 bucket system.



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