



LEARN HOW
TO HOST
YOUR FOOD
EVENT SAFELY

TEMPORARY FOOD FACILITIES (TFF)



Hosting a Food Fundraiser? Feeding the Community?

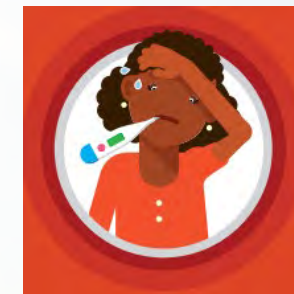
Environmental Health Permit to Operate

Or Not?

Why serving safe food is important!



PREVENT



How do I know if I need a TFF Permit to Operate?

PERMIT REQUIRED

- **Community Event** open to the general public:
 - County or State Fairs
 - City Festivals
 - Political Events
 - Educational Nature
 - Circuses
 - Fundraisers
- **Advertised to general public:**
 - Social media (YouTube, Facebook, TikTok, Twitter, etc.)
 - Webpage
 - Newspapers
 - TV/Radio
 - Billboards (A-frame, electronic, banners, Eventbrite)

PERMIT NOT REQUIRED

- **Private events:**
 - ✓ Weddings
 - ✓ Funerals
 - ✓ Birthday Parties
 - ✓ Quinceaneras
 - ✓ Bar/Bat Mitzah
 - ✓ Members only
 - ✓ Congregation
- **Not advertised to the general public**

CONTRA COSTA ENVIRONMENTAL HEALTH DIVISION
 2120 DIAMOND BOULEVARD, SUITE 100
 CONCORD, CA 94520
 (925)608-5500 (925)608-5502 FAX
 www.cchealth.org/enf

APPLICATION FOR TEMPORARY FOOD EVENT PERMIT

Failure to submit the application at least two weeks (10) business days before the event will result in additional \$150.00 late fee. Please see Requirements and Directions attached on Page 1 that shows all Fees. Payment and completed application packet must be submitted to Environmental Health by the Event Coordinator.

ATTACH THE FOLLOWING DOCUMENTS TO THE COMPLETED APPLICATION:

- List of ALL food and beverage vendors/operators participating in event.
- Completed Vendor/Operator Information Forms for EACH Vendor/Operator/OC Mobile Food Truck (page 3)/Bay Operator Information form if needed (page 4).
- Copy of current Health Permits for Contra Costa Food Trucks/CFPO's and Out of County Health Permits for Out of County Commissary/Vendors/Food Trucks/CFPO's.
- A copy of the individual vendor/operator checklist must be posted in each booth.
- Site Map showing locations of each booth/booth/truck participating in event.
- Completed Commercial/Production Kitchen Agreement (page 5), if applicable.

I. EVENT INFORMATION:

NAME OF EVENT:	EVENT ORGANIZATION NAME (IN PARTNERSHIP WITH):	EVENT DATES:	EVENT START AND END TIMES:
EVENT SITE ADDRESS:	CITY/ZIP:		
# of Contra Costa Food Trucks - w/Permit Copy	Charitable Non-Profit Tax ID # (attach IRS Letter)	# of Veterans (with DD-214 attached)	
# of Out of County Food Trucks - w/Permit Copy		# of Meals Being Served:	
# of FOR-PROFIT Food/Beverage Booths or Tables:	# of NON-PROFIT Food/Beverage Booths/Tables/Tables:	TOTAL # ALL Vendors:	
EVENT COORDINATOR NAME:	DAYTIME PHONE #:	ON-SITE CONTACT PHONE #:	
ADDRESS:	CITY/ZIP:	EVENT COORDINATOR E-MAIL:	

II. Attach a sketch or site map of event layout and location of restrooms and garbage.

EVENT LOCATION DETAILS:

Is water supplied and available for each food booth/table? Indoors Outdoors
 Yes No
 Is electricity supplied and available for each food booth/table? Yes No
 Are approved hand washing stations available at each booth/table? Yes No

Method of liquid waste disposal for food booth/table: _____
 Number of chemical toilets provided: _____
 Sanitary garbage disposal company and number of dumpsters: _____

I understand that improperly handled food served to the public can cause illness. I further understand that to prevent foodborne illness, and to encourage the sanitary handling of food, temporary food facilities should be operated and equipped to comply with applicable requirements of the California Health & Safety Code, Division 184, Part 7, California Retail Food Code. I have been given a copy of the handout Requirements for Temporary Food Facilities.

Signature of Event Coordinator: _____ Date: _____

FOR OFFICE USE ONLY					
TAX #	AMOUNT DUE	AMOUNT PAID	RECEIPT #	SUPERVISOR	DATE
	\$	\$			
CHECK #	<input type="checkbox"/> CASH <input type="checkbox"/> DEBIT <input type="checkbox"/> VISA		DATE RECEIVED:	RECEIVED BY:	

(2) Revised 5.2012



My event is a non-profit public event

- All fundraisers and Community Events require TFF Permit to Operate
- Non-profit organizations have an IRS 501 (c)(3)
- Application fee of \$45 applies to all

To be Completed by EACH Food/Beverage Vendor/Operator and submitted to Event Coordinator

VENDOR / OPERATOR INFORMATION

NAME:	TYPE:	REGISTRATION:
ADDRESS:	PHONE:	DATE:
TYPE OF FOOD SERVICE:	TYPE OF BEVERAGE SERVICE:	TYPE OF PERMIT:

Type of all food/beverage to be sold or given away (include beverages, etc. if other than bottled water, coffee, etc.): _____
 Quantity of all food/beverage prepared: _____
 Type of food/beverage preparation equipment to be used (e.g. hot/cold, self-serve, etc.): _____

Checklist Completed by Food or Beverage Vendor / Operator

Pre Packaged Food/Beverage Only

All food/beverage will be pre-packaged and all food preparation will be conducted in the booth.

Non Pre Packaged Food/Beverages

1. All prepared food and beverage food/beverage are from:
 - a. an approved food/beverage manufacturer
 - b. an approved food/beverage manufacturer in an approved commercial kitchen (not in an unapproved home)
 - c. an approved food/beverage manufacturer in an approved commercial kitchen (not in an unapproved home)
 - d. an approved food/beverage manufacturer in an approved commercial kitchen (not in an unapproved home)
 - e. an approved food/beverage manufacturer in an approved commercial kitchen (not in an unapproved home)
2. All prepared food/beverage are from an approved commercial kitchen (not in an unapproved home)
3. All prepared food/beverage are from an approved commercial kitchen (not in an unapproved home)
4. All prepared food/beverage are from an approved commercial kitchen (not in an unapproved home)
5. All prepared food/beverage are from an approved commercial kitchen (not in an unapproved home)

I am providing the following information about sanitary facilities:

1. I am providing the following information about sanitary facilities:
2. I am providing the following information about sanitary facilities:
3. I am providing the following information about sanitary facilities:
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4. I am providing the following information about sanitary facilities:
5. I am providing the following information about sanitary facilities:

I have read the handbook on Requirements for Temporary Food Facilities and will follow the guidelines provided in this handbook.

Completed by (Vendor signature): _____ Date: _____
 Please print Vendor name: _____
 Event Coordinator Signature: _____ Date: _____

Event Coordinator to Complete Form BEVERAGE BOOTHS ORGANIZATION INFORMATION

NAME OF EVENT:	DATE:	LOCATION:
ADDRESS:	PHONE:	DATE:
TYPE OF FOOD SERVICE:	TYPE OF BEVERAGE SERVICE:	TYPE OF PERMIT:

ALL BEVERAGES MUST BE FROM AN APPROVED SOURCE OR FACILITY

Please attach Site Map and a list of ALL Beverages and the Products they are prepared.

1. Understand that beverages cannot be prepared and served at home. Yes No
2. All beverages are from an approved manufacturer. Yes No
3. Understand the vendor cannot serve or sample any food. Yes No
4. The vendor is only selling or sampling beverages. Yes No
5. Understand the beverage vendor will not be able to dispense ice for consumption. Yes No
6. Overhead protection above dispensing station and an approved floor will be provided (see concrete, asphalt, smooth wood, clear tarp). Yes No
7. Operator identification signage for each beverage booth will be provided. Yes No
8. Proper wastewater receptacles to collect garbage will be provided. Yes No
9. Adequate trash receptacles for waste disposal will be provided. Yes No

NOTE: Adequate handwashing receptacles are highly recommended and can be shared by up to four vendors.

If sampling any food, vendor must submit and sign the Temporary Food Facility Operator Information Form and follow all sampling guidelines.

I have read the handbook on Requirements for Temporary Food Facilities and will follow the guidelines provided.

Please Print Event Coordinator Name: _____ Date: _____
 Event Coordinator Signature: _____ Date: _____



Where can I find the TFF application?

ONLINE:

<https://cchealth.org/eh/food/#tff>

Applications	FAQ	Inspections	Misc	Permit Process	Placarding Program	Plan Review
Resources	Catering	Charitable Food	CFM	CFO	Edible Food Recovery	
Emergency Preparedness	Farm Stands	Mobile Food	SNFs	Temp Food Permits	Wholesale Food	

Temporary Food Permits (Festivals, Fairs, other Events)
A temporary food health permit is issued to community-based events such as fairs and festivals. Typically, vendors set up food booths in which food is prepared and then served to consumers.

- [Health Permit Application: Temporary Food Event Application for Temporary Food Event Permit](#)
- [Temporary Food Facilities \(brochure\)](#)
- [Temporary Food Permit FAQs](#)

EMAIL

Program Clerk:

Diana.Abbott@cchealth.org

Cc:

retailfood@cchealth.org

PHONE

Program Clerk:

925-608-5512

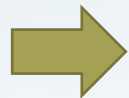
OR

Front Desk:

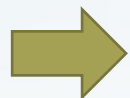
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How do I submit my application?

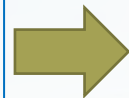
Coordinator
completes the
**Application
for Temporary
Food Event
Permit**



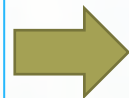
Vendor
completes the
**Vendor/
Operator
Information
Form**



Vendor
completes the
**Beverage
Booth
Operator
Information
Form**



Coordinator
completes the
**Vendor/
Operator
Information
Form**



Coordinator
submits
packet to
CCHS
Environmental
Health

Vendor includes
menu,
Commercial/Produ
ction Kitchen
Agreement, MFF
Permit Copy, CPO
Permit Copy



Coordinator signs
all Vendor forms,
includes list of
vendors and event
layout



Email
Diana.Abbott@cchealth.org
retailfood@cchealth.org
In-Person
Mail



What are the event coordinator responsibilities?



CONTRA COSTA
ENVIRONMENTAL HEALTH DIVISION
2120 DIAMOND BOULEVARD, SUITE 100
CONCORD, CA 94520
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www.cchealth.org/eh/



REQUIREMENTS AND DIRECTIONS FOR TEMPORARY FOOD FACILITIES

GENERAL INFORMATION

This handout describes permit requirements, California Retail Food Code (Cal Code) requirements and Event Coordinator responsibilities. This handout is not a substitute for Cal Code, where discrepancies in the verbiage between this handout and Cal Code arise.

The person in charge of organizing the community event is referred to as the **Event Coordinator**.

A Temporary Food Facility is a food facility that operates at a fixed location for the duration of an approved community event. A community event is an event that is civic, political, public or educational in nature, including public gathering events.

Non-profit Charitable Temporary Food Facilities may operate up to four times annually. These four time periods shall not exceed 72 hours each.

EVENT COORDINATOR RESPONSIBILITIES:

- (1) Complete the [Application for Temporary Food Event Permit](#) (page 2).
- (2) Compile, [Sign and Date Vendor/Operator Information and Beverage Operator forms](#) (page 3 and 4) for each food/beverage vendor/operator.
- (3) Submit all fees (check, cash or credit card payments) for application and vendor/operator forms.
- (4) Ensure copies of the requirements for [Temporary Food Facility](#) (pages 6-10) are given to each vendor/operator (including non-profits).
- (5) Event Coordinator is to ensure that food/beverage vendor/operators attach [copies of](#) Veteran DD214, 501 (c) 3 IRS charitable non-profit status letters, Cottage Food Operations (CFO) Registration/Permit, FDA Processed Food Registration, ALL Mobile Food Vehicles current vehicle permit and current health permits for commissaries and vendors located outside of Contra Costa County, as needed.
- (6) The [site map](#) must list all food and beverage vendors/operators and indicate the locations of each booth/table/truck.
- (7) A copy of the individual vendor/operator checklist must be posted in each booth.

PERMIT FOR TEMPORARY FOOD EVENT IS REQUIRED

A permit to operate a temporary food facility is required before the event may open for business. It is the coordinator's responsibility to also contact any other agencies, such as State Alcohol Beverage Control Board, Fire Department, City or County Planning Department, or Building Department to obtain permits and approval.

APPLICATION PACKET SUBMITTAL PROCESS (and required supporting documents):

Complete Application Packet must be received from Event Coordinator at least (2) weeks prior to event or pay \$150.00 Late Fee.

- Application for Temporary Food Event Permit (page 2).
- Vendor/Operator Information (page 3) for **EACH** Vendor or Out of County **Food Truck** (w/[current health permit copy](#)) or Served Meal Vendors.
- Contra Costa County Permitted Food Vehicles - copy of current Contra Costa County Environmental Health Division Health Permit.
- Proof of non-profit (501 (c) 3) IRS charitable non-profit status letter or Veteran status (DD214 - honorable discharge letter).
- Site map showing location of all booths, tables, trucks, restrooms, and garbage.
- List of all food/beverage event vendors.
- One (1) payment of all fees.

FEES:

Fees are subject to change. Please refer to the most current fee schedule: [www.cchealth.org/eh/](#)

The event coordinator/permit holder of the event is responsible for all violations and/or penalty fees.

- > **Application Fee:** \$45.00 non-refundable application fee for each event including For Profit, Non-Profit and Veteran Exempt events.
- > **For-Profits:** 1-2 vendors/operators \$196.00 each, 3-7 vendors/operators \$142.00 each, 8+ vendors/operators \$126.00 each.
- > **Non-Profits:** do not pay a booth fee but must provide proof of their charitable non-profit 501 (c) 3 status, such as a copy of the official IRS confirmation or confirmation pending letter.
- > **Veterans:** do not pay a booth fee but must provide a copy of their honorable discharge DD214.
- > **CC County Permitted Mobile Food Vehicles:** do not pay booth/table fee, but must provide a copy of a valid permit to coordinator.
- > **CC County registered/permitted Cottage Food Operations:** do not pay booth/table fee, but must provide a copy of valid permit/registration to coordinator.

> Re-inspection fees: \$199.00 per hour - normal business hours and \$266.00 per hour - non-business hours, including weekends.

TRAINING AND PRE-MEETING AVAILABLE

Environmental Health Specialists (EHS) are available for training and pre-meetings with booth operators and event coordinators for \$199.00 per hour or \$266.00 after normal work hours. For information on scheduling a training session or pre-meeting, please contact Contra Costa Environmental Health at (925) 608-5500 and ask for the Temporary Event Lead Inspector for questions specific to community events.

Verify MFFs, caterers, restaurants, CFOs have a current Health Permit to Operate

Ensure vendors complete and sign the required forms

Submit TFF Application packet at least 2 weeks before the event

Coordinate with the Assigned Inspector for the day and time of the TFF inspection

Confirm each vendor has the **Vendor/Operator Checklist** posted inside the booth

Collaborate with Assigned Inspector at the time of the TFF Inspection

To avoid potential health and safety issues, monitor vendor booths to maintain requirements throughout the event

What are the vendor requirements?

Approved Food & Beverage Sources

Proper Food Preparation

Maintain Temperature Control of Potentially Hazardous (TCS) Foods

Proper Booth Set-Up

Proper Cooking Temperatures

Fully Stocked and Operational Handwash Station

Functioning Warewashing Facilities with Adequate Sanitizer and Test Strips

Adequate Food Safety Knowledge

Food Storage at Least 6 Inches Off The Floor

Thermometers

Good Food Handler Hygiene

Wastewater Disposal Available

Food and Equipment Protection from Contamination

Vendor Identified on Booth

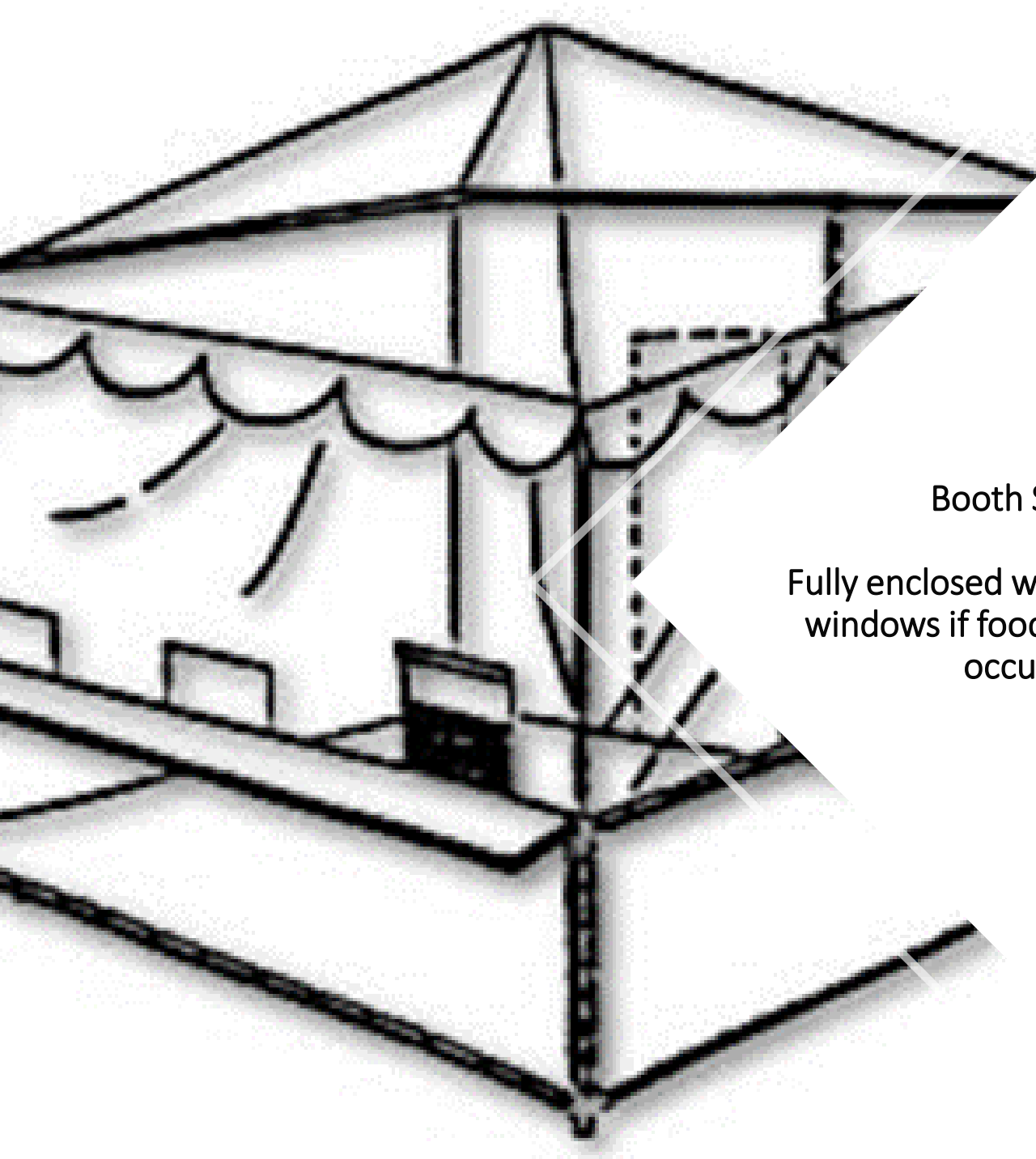
Adequate Garbage

Adequate and Functioning Equipment to maintain Proper Food Temperatures During Transportation, Storage, and Service

Restrooms with Handwashing Facilities

Food, Beverage, Utensil, and Equipment Storage Inside Booth

No Animals Within 20 Feet From Booth



Booth Set-up:

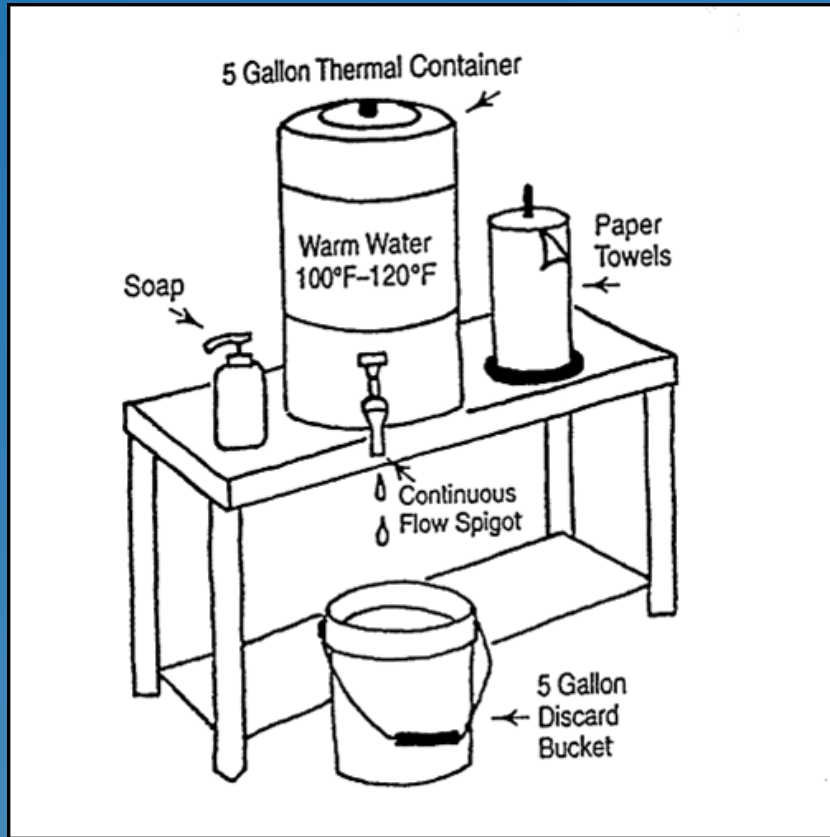
Fully enclosed with pass through windows if food preparation is occurring





Booth Identification

- **PROVIDE:**
- The name of the facility, city, state, ZIP code, and the name of the operator are clearly visible to patrons
- Facility name is at least three (3) inches high or city, state, and ZIP code are at least one (1) inch high
- Sign is a contrasting color with the surface on which it is posted



Handwashing Facilities in Booth

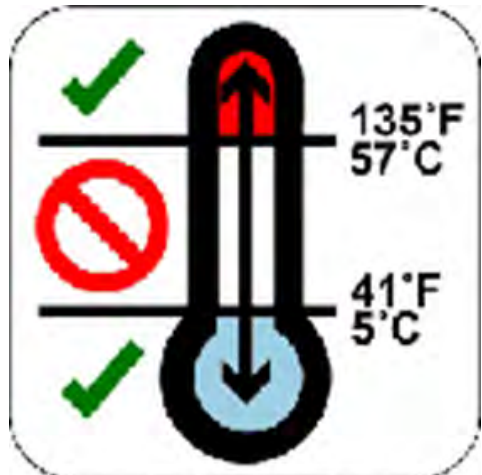
Warewashing Facilities



Food From an Approved Source

- Food, beverage, water and ice are from a safe and approved source
- ***No food or beverages shall be prepared at or from a private home nor from unpermitted or unapproved kitchens***





Dept. of Health and Human Services, Food and Drug Administration

Thermometers to Measure Food and Refrigerator Temperatures





Counters and Shelves



Storage within Booth

Food Handler Demonstration of Knowledge

- Food employees are able to demonstrate food safety knowledge practices and principles

OR

- There is an owner or employee that has successfully passed an approved food safety certification examination



Sampling Foods

Serving Sample



Approved shaker container.
Filled in an approved facility prior to event.

Safety of Event Attendees





Garbage and Wastewater Receptacles

Live Animals Not within 20 Feet from Booth

- Live animals are prohibited within 20 ft of the TFF

Exceptions:

- Service animals
- Dogs under the control of uniformed law enforcement officers or uniformed private patrol operators
- Fish or shellfish stored or displayed so as to prevent contamination of food or food contact surfaces



**Restrooms
with Fully
Stocked
Handwash
Station(s)**




Day of the event

After the Inspector conducts a health and safety inspection:

- Review booth observations
- Review any changes since the application was submitted
- Sign the Official Inspection Report
- Inspector will provide the Permit to Operate
- Post the Permit to Operate where visible to the event attendees

RETAIL FOOD FACILITY OFFICIAL INSPECTION REPORT
Environmental Health Division
2120 Diamond Boulevard, Suite 200, Concord, CA 94520
(925) 692-2500 FAX (925) 692-2502 (www.cchealth.org/eh)



DBA/Name: Art & Wine Festival Email: _____ Date: 5/18/17
 Address: 2120 Diamond Blvd City/Zip: Concord Program Record # TE000002
 Owner/Operator: CC EH Person In Charge: _____ Phone #: _____
 Current Health Permit: Yes No Program Element: 06200 Service Code: 718 Time In: 9:30 Time Out: 11:30 Re-inspection Date: _____
A \$194/hr (1hr minimum) fee will be charged for verified complaints, to require facilities ordered closed, re-inspections for change of ownership or when violations noted during inspection are not corrected prior to the re-inspection date. Any or all violations may be posted on the Contra Costa Environmental Health Website.

Legal Actions:
 17) C & D 18) Cease/Desist 19) Closure 20) Impoundment 22) Change of Ownership—not approved 10) Hearing Requested
 14) Samples 21) Violators Abated 19) Re-Open 27) Impound Released 26) Change of Ownership—approved

Violations:

Hour	Min	Violation
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2		
3		
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Booth A

① Fully enclosed booth not provided
 * provide fully enclosed booth with pass through windows

② Handwashing not set up
 * set up warm water (100°F) for handwashing from handfree spigot with liquid soap and paper towels

Note: sanitizer recorded at 100 ppm
 raw meat in cooler 38°F
 hot holding of sausage 168°F

Booth B

Specialist Phone #: 692-2526 Specialist: [Signature] Received by: _____ Page 1 of 1
 Rev. 9/13/2013

Permit to Operate



CONTRA COSTA COUNTY ENVIRONMENTAL HEALTH DIVISION

2120 DIAMOND BLVD, SUITE 200, CONCORD, CA 94520-5704
(925) 692-2500 FAX (925) 692-2502 www.cchhealth.org/eh

PERMIT TO OPERATE FOR TEMPORARY EVENT

Permit Valid 04/20/19 thru 04/20/19

PERMIT IS NON-TRANSFERABLE AND MUST BE PROMINENTLY DISPLAYED
IN THE PLACE OF BUSINESS

This is to certify that the owner and establishment shown have been granted permission to operate subject to compliance with all applicable laws and regulations. This permit is valid for the period shown above unless revoked or suspended for violation of applicable laws and/or regulations.

Regulated Event:	Number of Vendors:	Event Coordinator/Organization:
[REDACTED]	Profit: Non-Profit/Vol Exempt: 2 CC MFF: OOC MFF: Prepackaged Only: CFO: BEVERAGE:	[REDACTED]

Special Event Program	Event #
TEMP EVENT FOOD/BEVERAGE VENDORS (FEE EXEMPT) Program Element # 0816	[REDACTED]

NOTIFY CONTRA COSTA ENVIRONMENTAL HEALTH DIVISION IF THERE ARE ANY CHANGES TO YOUR REGARDING CHANGE OF OWNERSHIP/MANAGEMENT BILLING ADDRESS OR NAME OF BUSINESS BY CALLING (925) 692-2500. FAILURE TO NOTIFY ENVIRONMENTAL HEALTH MAY RESULT IN LATE PENALTIES, PERMIT DENIAL OR REVOCATION AND BUSINESS CLOSURE. PERMITS ARE NOT TRANSFERABLE AND BECOME VOID ON CHANGE OF OWNERSHIP. NEW OWNER MUST APPLY AND PAY FOR A NEW PERMIT PRIOR TO RESUMING OPERATION OR PENALTIES WILL BE ASSESSED. ALL FEES IN TWENTY DOLLAR PERMIT FEE.

THIS IS NOT AN INVOICE

Issued on 04/20/19

Address:

2120 Diamond Blvd., Suite 100
Concord, CA 94520
925-608-5500

Office Hours: Monday-Friday
7:30am to 4:30pm

➤ Closed for lunch: 12:00pm
to 1:00pm

Office Closed: Weekends and
Holidays

