



COMMUNITY EVENT ORGANIZER PERMIT APPLICATION

****Applications must be submitted two weeks prior to the event****
 Refer to the Temporary Food Facility (TFF) Guidelines for more information available online

ORGANIZER APPLICABLE FEES: Check the Appropriate Box

\$ 95.00 → Non-Profit*
 \$ 190.00 → Profit
 Organizer Type *Proof of Non Profit Status Will Be Required
 \$ 66.00
 Late Fee (If Applicable)

Added to total amount, if the application is submitted less than 2 Weeks prior to the event date. NOTE: Non-profit events are exempt from this fee

Total Amount Paid: ** ****Fees are subject to change without notice**

Date of Application	<input style="width: 95%; height: 25px;" type="text"/>
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EVENT INFORMATION								
Name	<input style="width: 90%; height: 25px;" type="text"/>							
Location	<input style="width: 90%; height: 25px;" type="text"/>							
Date(s):			Number of Days:			Date(s) Open to the Public		
Vendor Set-up Time			Times Open to the Public			Expected Attendance		
Time Stop Serving:			If Event is at night, is adequate lighting provided for the event:			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

EVENT ORGANIZER / PROMOTER INFORMATION							
Name	<input style="width: 90%; height: 25px;" type="text"/>						
Mailing Info	Street # & Name	<input style="width: 90%; height: 25px;" type="text"/>					
	City	State				Zip Code	
Person(s) In Charge / Contact Person(s) Names	<input style="width: 95%; height: 25px;" type="text"/>						
Person(s) In Charge / Contact Person(s) Phone Number(s):	Cell Phone	<input style="width: 95%; height: 25px;" type="text"/>					
	Alt Phone	<input style="width: 95%; height: 25px;" type="text"/>					
Person(s) In Charge / Contact Person(s) e-mail:	<input style="width: 95%; height: 25px;" type="text"/>						

All Temporary Food Facilities Must have a Bureau of Environmental Health Permit. Please see attach food vendor list.

TEMPORARY FOOD FACILITY BOOTHS
<ul style="list-style-type: none"> Food preparation booths must be constructed with 4 sides, floor covering and overhead protection. Pre-packaged food booths must have floor covering and overhead protection. Indicate number of Food Facility Booths participating in the event

<input type="checkbox"/>	Pre-packaged - <i>Prepackaged samples properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc.</i>
<input type="checkbox"/>	Pre-packaged with unpackaged samples - Properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc.
<input type="checkbox"/>	Unpackaged - <i>Open foods including hot dogs, soft serve ice cream, shaved ice, etc.</i>
<input type="checkbox"/>	Hawkers - Roaming prepackaged food sales within the perimeter of the event.

TEMPORARY FOOD FACILITY WAREWASHING SINKS

- One ware-washing sink may be shared by up to eight TFF's if provided by the Event Organizer.
- Ware-washing sink must be within 50 feet of TFF's, have overhead protection, and be inaccessible to the public.
- *****Event Organizer is required to have emergency contact information for liquid waste removal company**

Ware-washing facilities provided by: Event Organizer Food Facility Operator

Total number of three-compartment sinks to be provided:
(1 three-compartment sink for every eight (8) food preparation booths)

Method of liquid waste removal: Plumbed to the sewer line Drained to a waste holding tank

Waste tank maintenance schedule: times/day times/hour

Waste Tank Removal
Company
Information***

Name:	<input type="text"/>
Telephone #:	<input type="text"/>
Address:	<input type="text"/>

FOOD HANDLER TOILET FACILITIES

- One toilet is required per 15 food workers and must be located within 200 feet of all food facilities.
- Hand-washing facilities must be adjacent to toilet facilities.

Total Number of TFF, truck, and cart worker: Number of toilets available:

Distance from TFF/Food Truck(s): Number of hand-washing sinks:
 (one hand-washing sink for every toilet)

How are hand-washing facilities supplied with warm & cold running water? Approved plumbing system Reservoir Tanks

PUBLIC TOILET FACILITIES

Number of attendees anticipated during peak hours of operation: Number of toilets provided:

Number of hand-washing sinks (at least 1 hand-washing sink for every 10 toilets with 1 ADA toilet):

How are hand-washing facilities supplied with warm & cold running water? Approved plumbing system Reservoir Tanks

For multi-day events how often are toilets serviced? times/day

ANIMAL AREAS

- If animal areas will be available at the event, provide handwashing facilities equipped with: running water, soap and single-use paper towels in permanently mounted dispensers at the exit to the animal area.
- Post signage at the handwashing facilities directing people exiting to wash their hands.
- Animal areas must be located at least 20 feet away from any TFF and should not upwind any TFF eating area.

Will there be any animal areas at the event? Yes No

If YES, specify: Petting zoo Pony rides Other (describe): _____

Application Signature: _____

Date: _____

OFFICE USE ONLY
Permit #: <input type="text"/>

DEPARTMENT USE ONLY

Approved Rejected Permit #: _____ Date Mailed: _____

- Non Profit Event Organizer Fee \$ 95.00

- Event Organizer Fee: \$ 190.00

- Late Fee Added: \$ 66.00
(If Less Than 2 Weeks Prior To Event Add not applied to nonprofit organizer)

- Copies of application \$ 3.00

Total Amount Paid: \$ _____

Approved By: _____ Date: _____

Comments/Notes: _____



COMMUNITY EVENT ORGANIZER RESPONSIBILITIES



Event Organizer Responsibilities:

- Complete and Event Organizer Application/Permit, including a master list of all food vendors (temporary food facilities and carts) along with a site plan showing the proposed locations of all of the food vendors, restrooms, and all shared utensil washing, hand-washing, and janitorial facilities.
- **Two weeks prior to the event**, submit to the Bureau of Environmental Health Services office a completed Community Event Organizer Application, all participating TFS applications, and the appropriate fee for the Event organizer Permit. A late fee of **\$66.00** will be assessed for late application.
- Arrange to have potable water available and an approved wastewater disposal site.
- Consider electricity needs of the vendors.
- Ensure that each food vendor is storing and preparing all food in an approved booth/area at the event or in a facility with a current health permit, and that each vendor is complying with all City of Long Beach Temporary Food Facility Operating Requirements.

Permits Required:

An Event Organizer Application/Permit is required, as well as permits for each Temporary Food Booth prior to opening for business.

Fees: Subject to Change

For Profit:

Community Event Organizer Permit	\$190.00
Community Event Organizer Permit Late Fee (if less than two weeks prior to the event add)	\$ 66.00
Prepackaged Temporary Food Stand	\$ 77.00
Unpackaged Temporary Food Stand	\$ 145.00
Sampling Temporary Food Stand	\$ 105.00
Temporary Food Stand Late Fee (if less than 7 calendar days prior to the event add per booth)	\$ 48.80
Field Licensing Charge (\$31.80 + \$48.80 + applicable application fee from above)	\$ 80.60
Copies of Application	\$ 1.60

For Non-Profit:

Community Event Organizer Permit	\$ 95.00
Prepackaged Temporary Food Stand	\$ 77.80
Unpackaged Temporary Food Stand	\$ 68.00
Sampling Temporary Food Stand	\$ 53.00

Late Fees:

Vendors with multiple booths are subject to a late fee of **\$48.80** per booth if the application is not received on time. Individuals, organizations, or groups, which do not obtain a health permit prior to the event, are subject to closure and a penalty not to exceed **three times** the cost of the permit.

Food Safety Requirements:

All food booths must comply with the Temporary Food Facility Operating Requirements set for by the City of Long Beach, Bureau of Environmental Health.

THE COMMUNITY EVENT ORGANIZER IS RESPONSIBLE FOR THE MAINTENANCE AND PROPER OPERATION OF ALL SHARED FACILITIES. THE COMMUNITY EVENT ORGANIZER IS ALSO RESPONSIBLE FOR ENSURING THAT ALL TEMPORARY FOOD FACILITIES ARE IN COMPLIANCE WITH ALL APPLICABLE SECTIONS OF CALIFORNIA HEALTH AND SAFETY CODES (CalCode).

For additional information contact Claro Rufo at 562-570-4142 or email: claro.rufo@longbeach.gov

Make Check Payable to: City of Long Beach
Department of Health and Human Services • Bureau of Environmental Health
2525 Grand Avenue, Room 220, Long Beach, CA 90815

SIGNATURE OF APPLICANT

DATE

[SUBMIT A SITE PLAN WHICH INCLUDES THE FOLLOWING:](#)

1. Location of all temporary food facilities, restrooms, and wastewater disposal.
2. Location of all toilets

Note:

- One toilet facility must be provided for each 15 employees within 200 ft., from the booths.
- An approved hand washing facility with soap and paper towel must be adjacent to toilet provided.
- A minimum of one (1) chemical or portable toilet with hand washing station set-up (including single-use soap and paper towels) is required for every 250 people or portions thereof that attend your event.
- One (1) out of every ten (10) portable restroom must be ADA accessible.

3. Location of all ware-washing sinks (3 compartment sink)

Note:

- Food grade hoses are typically white and labeled “food grade.” ***Garden type hoses are not acceptable.***
- A maximum of eight (8) booths may share one (1) three (3) compartment utensil sink
- Overhead protection is required for all 3- compartment sink.

4. Location of janitorial facilities.

Note: The site plan must be drawn to scale and according to the guidelines listed in the Community Event Organizer section of the City Of Long Beach Temporary Food Facilities guidelines.

Refer to the Temporary Food Facility (TFF) Guidelines for more information available online at
www.longbeach.gov/health/eh/food/tff.asp

COMMUNITY EVENT MAP



Please provide the distances between the vendors and the restroom, janitorial, and had wash facilities, as well as the distance to any three-compartment sinks provided.



Food Vendor # is to correspond with the numerated Food Vendor List Attached



Restroom Facilities



Janitorial Facilities



Hand-washing Station



Three Compartment Sink(s) Provided

FOOD VENDOR LIST

CODES:

V #: Identification Number For Mapping Purposes
Name Of Food Vendor: Food Vending Business
Contact Person: Person Responsible For Booth
Address: Mailing Address of Contact Person
Phone #: Phone Number of Contact Person
Type: Pre-Pkg. TFS (prepackaged food booth)
Un-Pkg. TFS (unpackaged food booth) (ex. Catering truck, cart, etc.)

V#	Name of Food Vendor	Contact Person	Address	Phone #	Type



CITY OF LONG BEACH
 DEPARTMENT OF HEALTH & HUMAN SERVICES
 BUREAU OF ENVIRONMENTAL HEALTH
 2525 Grand Avenue, Room 220, Long Beach CA 90815
 562-570-4132



ATTENTION NON-PROFIT EVENT OPERATORS

NEW POLICY REGARDING SPECIAL EVENTS FOR NON-PROFITS

DID YOU KNOW...



- Non –profit organizations get discounted special event food permits
- Non-profit organizers get three free temporary food booth permits for each event.
- Late fees and field licensing fees are waived for non-profit organizations.
- ***Free training is provided for all organizers and food booth operators on the first Thursday of every month at 3:00-5:00 p.m. at 3820 Cherry Avenue, Long Beach, CA 90807. Contact: Claro Rufo at 562-570-4142.***
- When attending our free training, you are eligible for a discount on your special event food permit fee.
- A special event facilitator is available to assist you in completing and obtaining your special event food permits.
- Food safety materials are available online at www.longbeach.gov/health/eh/food/tff/asp
- Special Event Organizer and Temporary Food Stand Permit applications are available online at www.longbeach.gov/health/eh/food/tff/asp
- If your event is less than 4 hours in duration, including setup, and you are serving certain foods, you may not need a special event food permit. For more information contact Claro Rufo at 562-570-4142 or Jackie Hampton at 562-570-4132.

If you are a for profit organization donating 100% of your food proceeds to a non-profit organization, and you complete certain health department forms, you do not need a special event food permit.

Documentation Acceptable as Proof Of Non-Profit Status

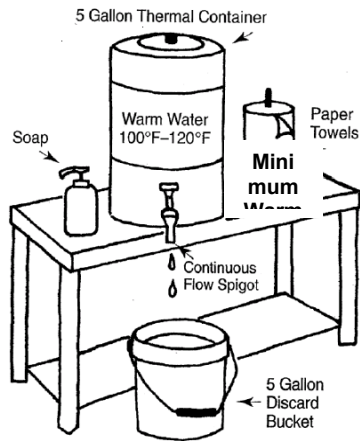
Document

Source

1. Article of Incorporation as a nonprofit organization	Secretary of State
2. IRS letter showing organization to be Tax Exempt	Internal Revenue Service
3. State Franchise Tax Board letter showing organization Tax Exempt	Franchise Tax Board
4. Certificate of Registration with the State Registry of Charitable Trusts	State Registry of Charitable Funds
5. Statement of Accountability	A statement from the nonprofit organization stating how the funds are disbursed and amount of overhead expenses

Documents may be faxed to 562-570-4038 or email Claro.Rufo@longbeach.gov

Food Preparation TEMPORARY HAND WASHING



REQUIRED AT EACH
FOOD PREPARATION, OPEN
FOOD SAMPLING &
BEER/SPIRITS BOOTH

The temporary hand washing station shall consist of at least a 5-gallon insulated container with hands free spigot that provides a continuous flow of warm potable

CITY OF LONG BEACH
DEPARTMENT OF HEALTH & HUMAN SERVICES * BUREAU OF ENVIRONMENTAL HEALTH
FOOD PROGRAM

2525 Grand Avenue, Room 220, Long Beach CA 90815
 562-570-4132 Fax 562-570-4038
 Email: Claro.Rufo@longbeach.gov



TEMPORARY FOOD FACILITY PERMIT APPLICATION
 Refer to the Temporary Food Facility (TFF) Guidelines for more information available online
SPECIAL EVENT INFORMATION

Date of Application:		Date Of Event:	
Name Of Event:			
Location Of Event:			
Time(s) Of Event:		Number Of Days:	
Name Of Event Organizer /Promoter:			

TEMPORARY FOOD FACILITY OPERATOR INFORMATION

Name of Food Facility / Booth:			
Facility Operator Name:		Driver's License #:	
Mailing Address:			
Telephone #:		Message #:	
Email:		# of Food Employees:	

TFS APPLICABLE FEES: Check the Appropriate Box

<input type="checkbox"/>	Non- Profit with 501-C	<input type="checkbox"/>	Profit	Temporary Food Facility Type
<input type="checkbox"/>	\$ 35.00	<input type="checkbox"/>	\$ 77.00	<u>Pre-packaged or Prepackaged samples</u> Includes prepackaged samples properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc Includes samples of pre-packaged perishable foods properly labeled, unopened packaged from a licensed manufacturer such as yogurt, milk, etc.
<input type="checkbox"/>	\$ 53.00	<input type="checkbox"/>	\$ 105.00	<u>Pre-packaged w/unpackaged samples</u> Properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc., also selling and giving opened samples.
<input type="checkbox"/>	\$ 68.00	<input type="checkbox"/>	\$ 145.00	<u>Unpackaged</u> Open foods including hot dogs, soft serve ice cream, shaved ice, beer, alcohol, etc.
		<input type="checkbox"/>	\$ 27.60	<u>Hawkers</u> Roaming prepackaged food sales within the perimeter of the event
		<input type="checkbox"/>	\$ 48.80	<u>Late Submittal Penalty Fee</u> If less than 7 calendar days prior to event add per booth
		<input type="checkbox"/>	\$ 31.80+ \$ 48.80	<u>Field Licensing Fee</u> Applicable application fee from above
<input type="checkbox"/>	20% discount: \$ - _____			<u>Temporary Food Facility Training Certificate</u>

Total Amount Paid: ***Fees are subject to change without notice**

I have read and understand the requirement a noted on the City Of Long Beach Health Department, Bureau of Environmental Health, Food Program Temporary Food Facility (TFF) Guidelines. I understand that it is my responsibility to meet al the applicable requirements during all hours of operation; failure to meet these requirements can result in either a suspension of the TFF Health Permit, a penalty or an Office Hearing.

Signature Of Applicant: _____ Date: _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Permit # _____ Mailed: _____	
Permit Restrictions / Reason For Rejection	

CITY OF LONG BEACH



DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUREAU OF ENVIRONMENTAL HEALTH
Consumer Protection Program
2525 Grand Avenue, Room 220, Long Beach, California 90815
Phone 562-570-4132 Fax 562-570-4038

Credit Card Authorization Form

Date: _____

Payment for Services Rendered:

- Organizer Temporary Food Facility Farmers Market Temporary Food Facility
- Mobile Special Event TFF Other: _____

Name on Credit Card:

Name Of Facility/Booth:

Name Of Event:

Type of Card:
(Please check one)

- Master Card Visa

Account #:

Expiration Date:

Security Code:

Billing Address:

City, State, Zip

Phone Number:

Total Amount Charged:

\$ _____

By signing this form you authorize, Long Beach Health Department, Bureau of Environmental Health, to charge your credit card for the amount listed above

Signature: _____

Please email authorization form to claro.rufo@longbeach.gov



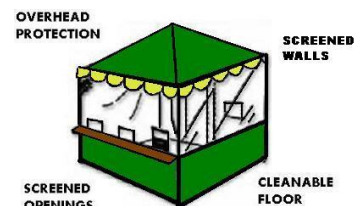
TEMPORARY FOOD FACILITY SELF CHECKLIST

HEALTH PERMIT MUST BE PROMINENTLY DISPLAYED ON BOOTH

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

Food Booth ConstructionOpen or Non-prepackaged foods

- Booth is entirely enclosed with all four complete sides, ceiling, and a floor
- Floor is smooth and cleanable. Plywood, tarp, pavement, and asphalt is acceptable
- Walls and ceiling is constructed of plywood, canvas, fine mesh (16-mesh)
- Pass through window or door to access adjoining BBQ area
- Food pass through openings 18" high x 24" wide maximum
- Signage (visible to the public/can be posted at the front of booth) must include the following:
 - Facility and Operator Name at least 3" in size.
 - Facility City, State, and Zip Code at least 1" in size
 - In contrasting colors with the surface on which it is posted
- Trash container with lids.

For Prepackaged Food

- Booth with overhead protection only
- No flooring requirements required.

Food Handling – Sanitary Requirements*Food Preparation*

- Food stored at least 6" off the ground
- All food contact surfaces are smooth, easily cleanable, and nonabsorbent

Food Handling

- Food prepared or stored in a private residence is prohibited
- All food preparation shall take place within an approved food facility or food booth
- Food handlers shall follow proper hand washing practices, wear clean clothes, properly restrain hair and be in good health.
- Bare hand contact with ready to eat food is minimized. Serving utensils, disposable plastic gloves, or tissues are used to prevent bare hand contact with food.

Temperature Control

- Adequate cold storage (ice chests with ice, refrigerated trucks or refrigerators)
- Cold food must be maintained at 45° F or below. If ice is used to hold cold food, surround/cover food with ice.
- Adequate hot storage (steam tables, chafing dishes, electric stove, heat lamps, and crock pots)
- Hot food must be maintained at 135°F or above.
- A Metal, probe thermometer to measure food temperature must be available in the booth.

**ALL POTENTIALLY HAZARDOUS FOODS HELD AT OR ABOVE 135°F OR
AT 45°F SHALL BE DISCARDED AT THE END OF THE DAY**

Hand Washing Facilities

- A container with a spigot or drain valve (allow for continuous water flow) containing a minimum of 5 gallons warm /hot water minimum temperature 100 °F. which provides for hands- free washing. (Turn over page for illustration of proper hand-wash set-up).
- Liquid soap in a pump dispenser
- Single use paper towels
- A bucket to collect wastewater

Utensil Washing Facilities

- Access to a 3-compartment sink with integrally installed stainless steel drain boards with hot (120°F) and cold running water.
- Soap for dish washing
- Sanitizer for dish washing
- Sanitizer test kit

Food Handlers

- Clean outer garments for all food handlers
- Hair of all food handlers is restrained with hairnets or hats
- Provide adequate number of tongs, spoons, long handed forks, disposable gloves, or tissue

Food Protection

- Condiments in containers with a hinged lid, squeeze bottle, pumps, or individual packets
- Sneeze guards for steam table and open food
- Ice used for refrigeration is not used for beverage consumption

Multi-Day or Night Events

- Adequate lighting for cleaning and handling food
- Lockable food containers for overnight storage
- Refrigeration

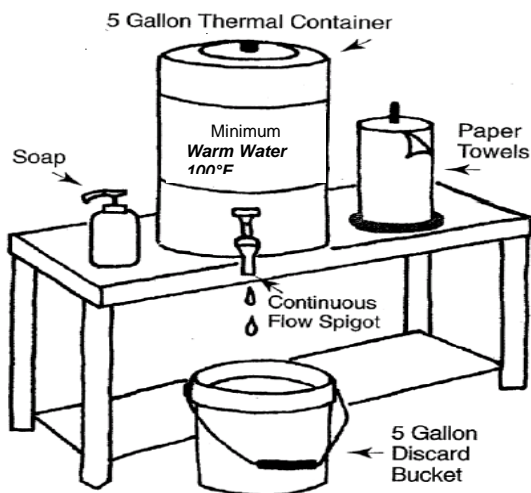
**COMPLETION OF THE CHECKLIST DOES NOT GUARANTEE COMPLIANCE WITH STATE LAW. THIS IS SOLELY INTENDED AS A GUIDELINE
FOR PROPER BOOTH SET UP**

FOOD SAMPLING REQUIREMENTS

In an effort to increase sales of a food product or a piece of cooking equipment, samples of a food are sometimes given to the consumer. Food is defined as any raw or processed substance, ice, beverage, including water, or ingredient intended to be used as food, drink, confection or condiment for human.

1. A temporary food facility permit from the City of Long Beach is required when selling or giving away food to the public, and/or when food samples are being given to the public. Permit must be displayed at booth for review during inspection.
2. A temporary hand washing station shall consist of at least 5-gallon insulated container with hands free spigot that provides a continuous flow of warm potable water minimum of (100 F), liquid soap in a pump dispenser, single use paper towels and a 5-gallon bucket to collect the dirty water.

This hand-wash station must be setup prior to preparing and handling food/food samples.



Minimum handwashing sink

3. Food samples must be protected from contamination, and where available for customer self-service, must be pre-packaged, or available only from dispensing devices, or handed out individually by a booth employee to each customer. If toothpicks are used in food samples, the toothpicks must already be inserted into food sample by booth operator to avoid contamination of supply of toothpicks by customers.

Examples of dispensing devices include squeeze bottles and shaker bottles.



4. Food preparation (cutting, slicing, peeling, portioning, cooking, etc) of samples must be done at least 3 feet away from customers to protect foods from contamination. Sneeze guards can be used to protect food from customer contamination (i.e., sneezing, touching, hair, etc.).



5. Food Samples that are potentially hazardous foods (i.e., dairy products, meats, cooked foods, cut melons) must be kept cold at or below 41° F or hot at or above 135° F.



6. All sampling utensil (i.e., cutting boards, knives, serving spoons, etc.) must be washed, rinsed and sanitized in a 3-compartment sink every 4 hours. All food equipment and preparation surfaces must be smooth, easily cleanable, and nonabsorbent.

