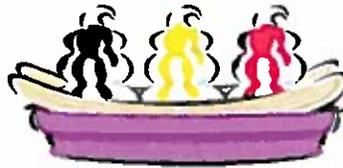




City of Holtville's 12th Annual Ice Cream Social at the Pool

Friday, June 12, 2015
6:00 P.M. To 8:00 P.M.
Gene Layton Memorial Pool
630 Holt Avenue



CURRENTLY ACCEPTING APPLICATIONS FOR BOOTHS FOR THE FOLLOWING ITEMS:

- HOT DOG BOOTH
- ROOT BEER FLOATS
- SUNDAES
- POPCORN/KETTLECORN
- SODA/WATER BOOTH
- BANANA SPLITS
- COBBLER/PIES A'LA MODE
- WATERMELON/FRUIT

•New Ideas Welcome•

***DEADLINE TO APPLY w/ COMPLETED APPLICATION
June 1st, 2015 (no exceptions)***

If your non-profit organization would like to have a booth, or you would like to sponsor this event, please contact Denise at 356-3013 or dgarcia@holtville.ca.gov.



Sponsored by the City of Holtville



Vendor/Booth Application Packet

All City Event Booth/Vendors will need to complete the application packet and return it on the date(s) indicated on the event flyer. If you have any questions at all please do not hesitate to contact City Hall at 760-356-2912 or 760-356-3013.

➤ City Event Booth Application & Agreement:

- The first page is an acknowledgement of receiving the Rules and Regulations pertaining to the City Event in which applicants would like to participate and needs to be completed and returned to City Hall by the date(s) listed on the Event Flyer.
- The second page provides the Rules & Regulations for all Booth Applicants. Please read and keep for your records.
- Applicable Fees if any are listed on the Event Flyer.

➤ State of California Board of Equalization:

- This is to be completed by all individuals, **including** non-profit & for-profit, groups, organizations, civic organizations, intending to sell food or other items at a Booth during a City Event, as required by law. Once completed the document is kept on file in the City Clerk's office for inspection by the State Board of Equalization at their discretion.
- No Fee.

➤ Application for a Temporary Food Facility Permit – I.C. Public Health Department:

- This is to be *thoroughly* completed and returned to City Hall by all booth vendors intending to sell food and/or beverages at a City Event **TWO WEEKS** prior to the date of the Event listed on the event flyer. The rules and regulations of the County of Imperial Environmental Health Department are enforced by the City of Holtville and the County of Imperial. Booths/Vendors not adhering to these rules upon inspection may run the risk of being shut down or not approved to participate in future City Events.
- Applicable Fees, if any, are listed on the Event Flyer.

The City of Holtville encourages all local businesses, profit/non-profit, organizations, service clubs, sports teams, and charities to participate in all City events. The City anticipates that ongoing involvement reinforces a sense of community. Our goal is to help provide a means in which our citizens, friends, and family can come together and benefit from each other's company in a cohesive, secure, and pleasurable atmosphere.



CITY OF HOLTVILLE
Event Application & Agreement

City Event: _____ **Date:** _____

Business/Organization Name: _____

Owner/Contact Name: _____

Mailing Address: _____

City, State, and Zip Code: _____

Phone: _____ **Fax:** _____

E-Mail: _____

THE FOLLOWING WAIVER MUST BE DATED AND SIGNED

As a participant of the City of Holtville Sponsored Event, I hereby waive any and all rights and claims for damages that may arise against the city of Holtville, its agents, representatives, and/or assigns, and hold each and every one of them harmless of any and all injuries and/or damages suffered in connection with all event activities. I hereby give permission for the free use of my name and picture in broadcast, telecast and/or print media account of this event. I acknowledge I have read the above and fully understand the restrictions stated herein, and agree to abide by the Rules and Regulations established by the City of Holtville.

Date

Print Name and Title

Signature

City of Holtville
121 W. 5th Street
Holtville, CA 92250
Contact:
Denise Garcia (760) 356-3013
dgarcia@holtville.ca.gov

Office Use Only
Date Received _____
Received By _____

Holtville City Events Rules & Regulations

- (1) All For Profit Vendors must obtain a City of Holtville Business License to participate.
- (2) Food Vendors must obtain a Health Food Permit.
- (3) Swap Meets, Flea Markets or Special Events Certification is required.

People who sell merchandise in California are generally required to hold a Seller's Permit.

You **may not** sell at this event unless you have a Seller's Permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a Section 6015 retailer.

You may electronically register for a Seller's Permit at no cost to you by visiting the Board of Equalization website at www.boe.ca.gov. To find a Board of Equalization office near you, call their Taxpayer Information Section at 800-400-7115 (TTY:711) or visit their website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales – Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items accumulated for their own use and who sells only those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12 month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go". Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers – Revenue and Taxation Code 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price", (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual sales people/representatives (for example, Avon Tupperware).

Verification of a seller's status is required by law.

Participants are responsible for providing:

- Pop-up canopy/booth
- Table(s) for display
- Chairs
- Display rack
- Dolly for loading/unloading
- Extension cord
- Health Department Permit

Vendor Requirements:

- 1.) All spaces are assigned by the City of Holtville.
- 2.) All items are required to be sold by and supervised by the vendor or staff employed by the vendor.
- 3.) All setup is to be completed within 30 minutes of the start of the event. Upon completion of setting up all vehicles must be moved to the designated parking area.
- 4.) Vendors are responsible to set up their own display, and clean up their area immediately after the event is over. All vendors are required to remain in the area during the hours of the event.
- 5.) All signage and decorations must meet City approval.
- 6.) The City will provide and distribute media information and publicity.
- 7.) City of Holtville events are outdoor events that may have inclement weather conditions. The City is not responsible for any damage or theft of any goods, items or vendor display.
- 8.) All vendors shall obtain, at their own expense, licenses and permits required for operation. Including but not limited to licenses and permits required by the State of California, the county of Imperial (i.e. Seller's Permit – State Board of Equalization, County Health Permit).
- 9.) Participants in the City of Holtville's Events are prohibited from selling or distributing items that generate public complaints and/or extraordinary clean-up. Prohibited items include "silly string", "spray stink", etc. Vendors selling unapproved items will be asked to leave the premises without refund.
- 10.) It is recommended that all vendors have a City of Holtville **business license**.

**SWAP MEETS, FLEA MARKETS, OR
SPECIAL EVENTS CERTIFICATION**

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at www.boe.ca.gov. To find a Board of Equalization (BOE) office near you, call our Taxpayer Information Section at 800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales - Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers - Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.

1. EVENT INFORMATION

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME

MAILING ADDRESS (street number or P.O. box)

(city, state and zip code)

TELEPHONE NUMBER

()

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

3. STATUS—Check appropriate boxes, and provide requested information

- I hold a valid seller's permit. My number is: **S** _____
- No sales of tangible personal property are being made or solicited at this event.
- I am not required to hold a seller's permit because:
- My retail product sales are not subject to tax My sales are exempt occasional sales
- I sell on behalf of a section 6015 retailer _____

4. CERTIFICATION—Partners/additional sellers, complete a separate copy of this form

The above statements are certified to be correct to the best knowledge and belief of the undersigned.

NAME (typed or printed)

TITLE

SIGNATURE

DATE

Privacy Notice

This is not a request for you to provide information. This is an informational notice according to the requirements of the Information Practices Act (Civil Code §1798.17). No action is required.

We ask you for information so that the BOE can administer the state's tax and fee laws. The BOE will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]). A list of authorized agencies, among others, who the BOE may disclose information to, and a complete list of the California Revenue and Taxation Codes is available on our website at www.boe.ca.gov/pdf/boe324gen.pdf, then scroll to the second page.

What happens if I don't provide the information?

If your registration information is incomplete, the BOE may not issue your permit, certificate, or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information the BOE requests or that is required by law, or if you provide fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments, they may not be allowed. You may owe more tax or fees or receive a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, the BOE may share information regarding your account with specific state, local, and federal government agencies. The BOE may also share specific information with companies authorized to represent local governments.

Under some circumstances, the BOE may release the information printed on your permit, certificate, or license, such as account start and closeout dates, and names of business owners or partners, to the public. When you sell a business, the BOE may give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, the BOE can release information regarding your account to anyone you designate.

Can I review my records?

Yes. Requests should be made in writing to your closest BOE office. A complete listing of BOE locations can be found at www.boe.ca.gov. Additional information regarding your records can be found in publication 58-A, *How to Inspect and Correct Your Records*. For a copy of this publication, go to www.boe.ca.gov or call the Taxpayer Information Section at 800-400-7115 (TTY: 711), Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. If you need more information, you may contact the BOE's Disclosure Officer at 916-445-2918 or by writing:

Disclosure Officer, MIC:82
State Board of Equalization
PO Box 942879
Sacramento, CA 94279-0082

Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

Sales and Use Tax
Board of Equalization
Deputy Director, SUTD, MIC:43
PO Box 942879
Sacramento, CA 94279-0043
800-400-7115

Property and Special Taxes and Fees
Board of Equalization
Deputy Director, PSTD, MIC:63
PO Box 942879
Sacramento, CA 94279-0063
800-400-7115



COUNTY OF IMPERIAL

PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH
797 Main Street, Suite B, El Centro, CA 92243
Tel. (760) 336-8530, FAX (760) 352-1309

APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT

Applications must be submitted at least (2) two weeks before the day of the event. Failure to submit within the required time frame may result in denial of your permit application. Applications submitted after the 2 week deadline may be accepted along with the submittal of a late processing fee of \$75. Each booth must complete a permit application.

BACKGROUND

The California Health and Safety Code, Sec. 114387 requires a Temporary Food Facility (TFF) Permit of any person or organization that is providing food at a public event. All food vendors, including existing restaurants, are required to apply for a Temporary Food Facility Permit when participating in a temporary event.

A TFF permit is valid for one single food booth only. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location. Separate applications must be submitted. The original permit must be posted in the booth at all times, photocopies will not be accepted. If a vendor will be operating at more than one event in Imperial County on the same day, each location must also be permitted separately. This applies to all TFF permit types, including single and multi-event.

REQUIREMENTS

Refer to the California Retail Food Code (CalCode), Chapter 11 (Health & Safety Code, Sections 114335 to 114363) for Temporary Food Facility requirements. Temporary Food Facilities must also meet all applicable requirements in CalCode Chapters 1 to 8, inclusive, Chapter 12.6, and Chapter 13, unless specifically exempted.

NEW PERMITS

- Submit a complete "Application for Temporary Food Facility Permit" and applicable fees.
- Applications and fees for the 1-4 consecutive day permit must be submitted to the event organizer.
- Applications and fees for the 5-15 and 16-25 consecutive day permit must be submitted directly to this department.
- If approved, the "Temporary Food Facility Permit" will be issued by the Environmental Health or distributed through your Event Organizer.
- Applications for Multi-Event Permits (6-month) must include a Commissary Agreement Letter (attached) only for vendors who are selling or giving away unpacked food and/or processing food. The applicant must provide for each event a minimum of 20 gallons of potable water, container for collecting waste water and shall comply with the fully enclosed booth requirements. This only applies to vendors providing unpackaged foods and/or conducting food processing.
- Applications for Multi-Event Permits (12-month) must include a Commissary Agreement Letter (attached) and evidence of a Food Safety Certificate only for vendors who are selling or giving away unpacked food and/or processing food. Applicants must provide for each event a minimum of 20 gallons of potable water, container for collecting waste water and shall comply with the fully enclosed booth requirements. This only applies to vendors providing unpackaged foods and/or conducting food processing.
- The original permit must be posted in the booth when open for business.

EXISTING PERMIT HOLDERS

If you already have a valid 6-month or 12-month "Temporary Food Facility Permit" issued by this department, please do the following:

- Provide the Event Organizer with a photocopy of your permit at least 2 weeks prior to the day of the event. Existing permit holders may be accepted less than two weeks prior to the event with the submittal of a late fee.
- The original permit must be posted in the booth when open for business, photocopies will not be accepted.

NON-PROFIT CHARITABLE ORGANIZATIONS

- A permit application is required.
- Submit proof of nonprofit status: Federal IRS 501 (c)(3) is the standard letter.

MOBILE FOOD FACILITY VENDORS

- Permitted mobile food facility vendors may operate at Temporary Events without additional permits if operating within mobile unit.
- If a booth is set up and a mobile food facility vendor is operating within a booth instead of within the mobile unit, an additional Temporary Event Vendor Permit must be obtained. Complete this application.
- Provide the Event Organizer with a photocopy of your valid permit two weeks prior to the event; keep original permit onsite when open for business. Existing permit holders may be accepted less than two weeks prior to the event with the submittal of a late fee.

QUESTIONS

If you have questions regarding Temporary Events, please contact the Division of Environmental Health at (760)336-8530, Monday through Friday, 8AM-12PM & 1PM-5PM, holidays excluded. You may also visit our website at http://www.icphd.org/sub.php?menu_id=615 or www.icphd.org.



COUNTY OF IMPERIAL

PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH
797 Main Street, Suite B, El Centro, CA 92243
Tel. (760) 336-8530, FAX (760) 352-1309

APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT

TEMPORARY FOOD FACILITY OPERATOR INFORMATION

Name of temporary food facility:
Mailing address: City: State: Zip code:
Name of temporary food facility operator (person-in-charge): Contact number: ()
E-mail address of temporary food facility operator: Fax number: ()

TEMPORARY FOOD FACILITY CLASSIFICATION, PLEASE CHECK ONE:
[] 1-4 consecutive day permit, \$10.00 (For-profit and Non-profit)
[] 5-15 consecutive day permit, \$116.00 (For-profit)
[] 5-15 consecutive day permit, \$58.00 (Non-profit - 501(c)(3) or equivalent)
[] 16-25 consecutive day permit, \$154.00 (For-profit)
[] 16-25 consecutive day permit, \$77.00 (Non-profit - 501(c)(3) or equivalent)

EVENT INFORMATION FOR ABOVE CONSECUTIVE DAY PERMITS

Name of event: Date(s) of the event:
Site address of event:
Event organizer:
Event organizer contact person: Contact number: ()
List the date(s) intended to operate at the event:
Have you participated in events within the current calendar year? [] Yes [] No If yes, how many times?

MULTI-EVENT PERMITS (PLEASE CHECK ONE)

[] 6-month permit, \$217.00 (For-profit - unpackaged foods and/or food processing)
[] 6-month permit, \$130.00 (For-profit - commercially prepackaged foods and/or whole produce)
[] 6-month permit, \$108.00 (Non-profit - 501(c)(3) or equivalent - unpackaged foods and/or food processing)
[] 6-month permit, \$65.00 (Non-profit - 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)
[] 12-month permit, \$434.00 (For-profit - unpackaged foods and/or food processing)
[] 12-month permit, \$261.00 (For-profit - commercially prepackaged foods and/or whole produce)
[] 12-month permit, \$165.00 (Non-profit - 501(c)(3) or equivalent - unpackaged foods and/or food processing)
[] 12-month permit, \$130.00 (Non-profit - 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)

[] Veteran's Fee Exemption
Attach copy of honorable discharge form or other evidence of honorable release from US Armed Services
[] Non-profit Charitable Organization (*If Nonprofit, provide IRS Exempt Registration # _____)
Name and address of non-profit organization: _____
A copy of the 501(c)(3) letter must be included with application. Is the letter included? [] Yes [] No
[] All proceeds will be donated to a non-profit organization
Name of non-profit organization: _____
Name of person-in-charge of non-profit organization: _____ Contact number: _____
*Late Fee - Submittal processing fee of \$75.00 plus permit fee if submitted less than 2weeks prior to event start date.
Are you submitting your application less than 14 days prior to event start date? [] Yes [] No
If yes, please include a \$75.00 late fee to the total amount due.
Total Amount Due _____

TEMPORARY FOOD FACILITY PROPOSED OPERATION

List all foods to be provided to the public (sold or given away) including beverages, condiments, ice, alcohol, and prepackaged foods.

Where are foods including beverages, condiments, ice, alcohol, and prepackaged foods going to be purchased (food must be purchased from an approved source)?
**Please retain receipts of purchase during the event.

Where are foods going to be prepared, handled, or served? Check applicable box(es):

- Foods and/or beverages will be prepared/served within the temporary food facility.
- Foods will be prepared/served/handled at an approved, permitted commercial kitchen facility

Name of commercial facility: _____

** Complete form titled *Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event or Commissary Letter/HQ letter of Agreement* and submit it with application if temporary food facility operators will prepare/serve/handle foods at a permitted commercial kitchen.

- Baked goods, such as cookies, cakes, cupcakes will be prepared at home (only non-profit organizations).
- No food preparation will be done, temporary food facility will handle prepackaged food and/or beverages.

If non-prepackaged foods will be handled, please check the type of hand-washing facility to be provided:

- A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels.
- A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels.
- A five (5) gallon gravity flow container with a valve that remains open, liquid hand soap, single use paper towels, and a container for wastewater holding.

If food preparation or serving will be done within the temporary food facility, please check the method to be provided for the handling of dirty utensils:

- A stainless steel, three-compartment sink with two (2) drainboards.
- Three (3) water tight containers. First container providing clean water and soap, second container providing clean rinse water, and third container providing water and sanitizer (1 tablespoon of bleach per 1 gallon of water).
- Extra clean utensils to be provided in a water tight container (with a lid) and a second water-tight container (with a lid) for the storage of dirty utensils.

If highly perishable foods are to be handled, please check the type of temperature holding equipment to be provided:

Cold Holding Equipment:

- Ice chests
- Freezers
- Refrigerated trucks
- Other approved equipment: _____

Hot Holding Equipment:

- Grills/Barbecues
- Portable electrical stoves
- Gas propane operated equipment
- Chafing dishes
- Electric slow cookers
- Steaming table
- Heat lights
- Other approved equipment: _____

How will wastewater generated from food operation be collected and disposed of?

- Wastewater will be collected in water-tight receptacles and disposed at the event through a sanitary sewer system.
- Wastewater will be collected in water-tight receptacles and disposed through a sanitary sewer system outside event premises.

**Disposing wastewater on the ground is prohibited.

How will garbage generated from food handling will be collected and disposed?

What will be the source of potable water utilized for hand-washing, utensil washing, and general cleaning purposes?

TEMPORARY FOOD FACILITY SET UP DESCRIPTION

If non-prepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling non-prepackaged food, a fully enclosed booth shall be required. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and a minimum of one (1) service window to dispense food from of approximately 1ft x 1 ft.

Check the materials to be utilized to construct the food booth:

Canvas Fine mesh screening Plastic Wood Other approved material: _____

Check the type of flooring to be provided:

Concrete Smooth wood Asphalt
 Clean tarps Foam floors Other approved flooring: _____

Sketch a floor plan below or attach a floor plan indicating the proposed layout of the cold/hot holding equipment, food preparation tables, food/potable water storage, utensil washing/extra clean utensil storage, trash receptacles, wastewater holding containers, and hand-washing facilities. An example of a floor plan is located on page 4.

Please read the following statement and then sign and date below.

I am familiar with operational requirements for temporary food facilities and will comply with all legal requirements. I understand that any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to this permit issued by Imperial County Division of Environmental Health.

 Print Name of Applicant for Temporary Food Facility Permit

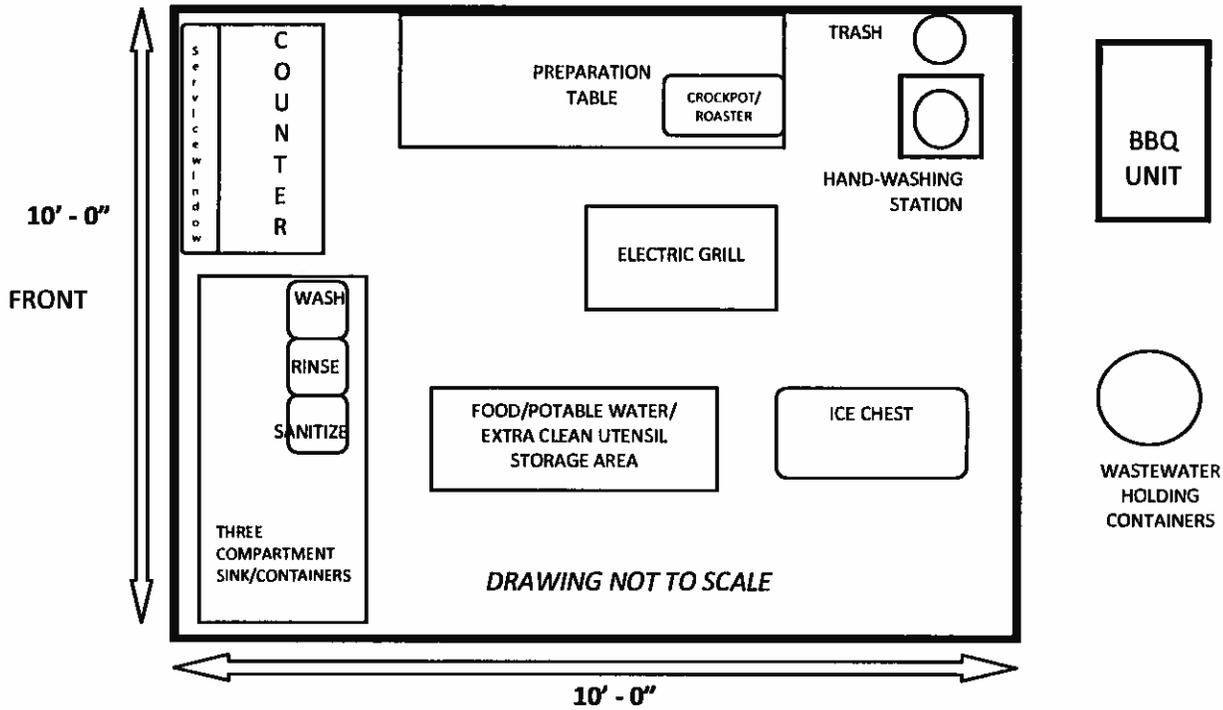
 Date

 Signature of Applicant for Temporary Food Facility Permit

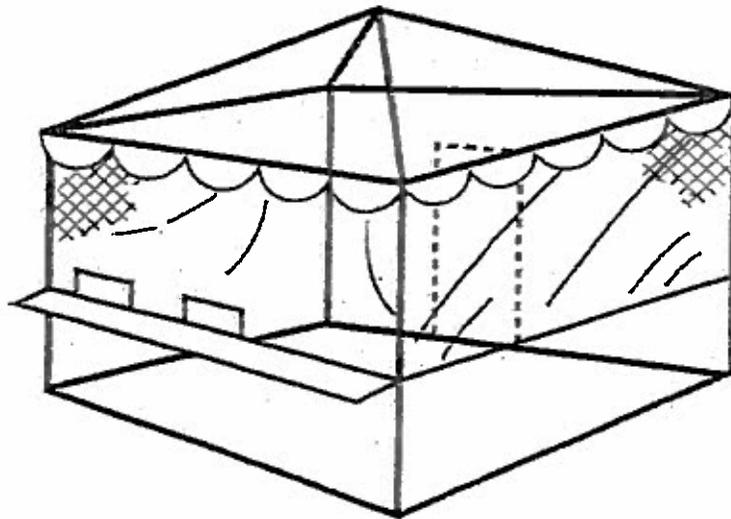
 Title

FOR OFFICE USE	APPLICATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED BY: _____	DATE: _____	FA # _____	INVOICE # _____
DATE	AMOUNT	PAID: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD	CHECK/TRANS# _____	RECEIVED BY _____

TEMPORARY FOOD FACILITY FLOOR PLAN EXAMPLE



If non-prepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling non-prepackaged food, a fully enclosed booth shall be required. A fully enclosed booth will be required for multi-event permit vendors who are selling or giving away unpacked food and/or processing food. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and a minimum of one (1) service window to dispense food from not greater than 1ft x 1 ft.



To obtain detailed information about existing requirements and standards for temporary food facilities, please refer to the Operators Guide.



COUNTY OF IMPERIAL

PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH
797 Main Street, Suite B, El Centro, CA 92243
Tel. (760) 336-8530, FAX (760) 352-1309

FOOD FACILITY AUTHORIZATION TO USE AN APPROVED KITCHEN FOR A TEMPORARY FOOD EVENT

All food, beverages, and condiments provided to the public at community events shall be prepared within a food booth or an approved kitchen facility. Approved kitchen facilities are commercial kitchens that have an annual permit issued by Environmental Health; such kitchens are designed and equipped for retail food preparation. If your organization is preparing foods before the event at approved kitchen facility, please complete the following and submit it in conjunction with the **APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT** two (2) weeks before the event.

Home-prepared foods or foods prepared at non-approved kitchen facilities are not allowed. If your organization does not have an approved kitchen facility, but has a kitchen and will like to have it approved, please contact our office for further information.

COMMUNITY EVENT AND TEMPORARY FOOD FACILITY INFORMATION

Name of community event:		Date (s):
Name of food booth:		
Name of food booth operator (person-in-charge):		
Contact phone number:	E-mail address:	

APPROVED KITCHEN FACILITY AND OPERATOR INFORMATION

Approved kitchen facility name:	
Site address of approved kitchen facility:	Phone number:
Name of kitchen facility operator:	Position:

THE FOLLOWING IS TO BE COMPLETED BY THE APPROVED KITCHEN FACILITY OPERATOR OFFERING USE OF KITCHEN FACILITY:

I hereby allow the above listed operator to use my kitchen facility for preparation and storage of foods, and sanitation of equipment. The kitchen may be used on the following dates and times:

DATE (S):	TIME (S):

Print Name of Kitchen Facility Operator

Signature of Kitchen Facility Operator

Date



COUNTY OF IMPERIAL
PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH
797 Main Street, Suite B, El Centro, CA 92243
Tel. (760) 336-8530, FAX (760) 352-1309

COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT

Temporary Food Facility applications for Multi-Event Permits (6-month and 12-month) must include a Commissary Agreement Letter and evidence of a Food Safety Certificate only for vendors who are selling or giving away unpacked food and/or processing food.

Applicant Information

Permit Name: _____
Permit Owner: _____
Permit Mailing Address: _____
Phone #: Fax #: _____
Permit #: F - _____

COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT

This section be completed by the Commissary /HQ and renewed annually

Commissary/Headquarters Name: _____
Owner Name: _____
Address : _____
Phone #: Fax #: _____
Commissary Permit #: _____

Mr./Ms. _____ has my permission to use my health regulated business located at _____ for the purpose of establishing a Commissary/Headquarters for their temporary food facility operation. This permission includes the use of the premises for food preparation that is not conducted at the event, and the storage of food and equipment.

Print Name

Signature

Date