

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

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

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

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

**Permit Fees – for July 1, 2011 through June 30, 2012**

A Sponsor/Organizer Permit is required for each event (California Health and Safety Code Section 114381.1). Permits must be obtained prior to arriving at the event. No permits will be issued at an event. A Sponsor application and one application for each Food Facility Operator must be completed and submitted with all fees at least 10 working days prior to the event (annual permit holders must have a current, valid, original permit posted at the event). **\*Applications and payment received less than 3 working days prior to the event will be charged a 50% penalty. \*\*All Fee Exempt permit applications received less than 3 days prior to an event are subject to a \$50.00 penalty. (For a Saturday event, applications received on Thursday or Friday will be subject to late penalties.)** If an event is cancelled or an application is rejected, 50% of the application fee is not refundable. After June 30, 2012, print a new application form from the website, or call 510-567-6856 for fee amounts.

TEMPORARY EVENT SPONSOR FEES

Program Element	P/E 1911
<b>Fee</b>	<b>\$132.00</b>
50% Penalty*	\$66.00
Total with Penalty	\$198.00
Program Element	P/E 1912 fee exempt
\$50.00 Penalty**	\$50.00

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

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

Make checks payable to: **Alameda County Environmental Health**  
 For payment by phone - (510) 567-6858 OR FAX - (510) 337-1139

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

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

Application completed by \_\_\_\_\_ Title \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Phone (     ) \_\_\_\_\_ - \_\_\_\_\_ Contact Phone # the day of the Event (     ) \_\_\_\_\_ - \_\_\_\_\_

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

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

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

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

<p><b><u>Water Supply</u></b> Location of potable water _____ Quantity of potable water (at least 20 gallons/booth per day) _____ Maximum distance to a temporary food booth from the water supply _____</p>
<p><b><u>Liquid Waste Disposal</u></b> Location of disposal _____ Type of container or disposal method _____ Capacity of container _____</p>
<p><b><u>Trash and Manure Disposal</u></b> Trash containers provided? YES _____ NO _____ How often are trash containers emptied? _____ If animal manure is present, how often is it removed? _____ Is there a central refuse collection site? (indicate it on the plan.) YES _____ NO _____ Is there a secondary refuse collection site? (indicate it on the plan.) YES _____ NO _____ Person(s) Responsible for trash/manure removal. Name _____ Address _____</p>
<p><b><u>Toilet Facilities</u></b> (include hand wash sinks supplied with hot and cold water and attached dispensers with single use soap &amp; towels) A minimum of one toilet for every 15 food handlers is required. Number of toilets: FIXED _____ PORTABLE _____ (with water, soap &amp; towels inside) Location and distance from food facilities. Location _____ Maximum distance from food facilities _____ feet (show on plan) Do the toilet facilities have the handwashing inside? (i.e., running water, liquid soap and towels in dispensers?) YES _____ NO _____ Give details _____</p>
<p><b><u>Lighting and Electrical</u></b> If it is a night event, will you have lighting? YES _____ NO _____ Give details _____ Is electrical service provided for mobile food facilities and/or equipment at food booths? YES _____ NO _____</p>
<p><b><u>Handwashing Facilities for Each Booth</u></b> One handwashing station per food booth is required. We recommend that the sponsor provide handwashing facilities. Who will provide the handwash facility in each booth? <input type="checkbox"/> Event Sponsor OR <input type="checkbox"/> Booth Operator What type of handwash station will be provided? <input type="checkbox"/> Hot and cold running water <i>Minimum:</i> (1) 5 gallons of warm water, <input type="checkbox"/> 5 gallon dispenser with spigot (2) Liquid soap and single use towel, <input type="checkbox"/> Other _____ (3) Waste water container _____</p>

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

**Approvals**

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



## Sponsor Contract

### Regulations for Sponsors of Food Facilities operating at Community Events

As an event sponsor, **I agree to comply with all of the following:**

1. **Submit** a completed sponsor application form at least 14 days prior to the planned event date.
2. **Confirm** that every food vendor has a current health permit issued specifically for the event (original permits must be posted for public view at each facility/booth).
3. **Provide** solid and liquid waste receptacles, portable toilets (1 per 15 persons), and sufficient hand washing facilities furnished with liquid soap and disposable paper towels.
4. **Provide** site maps, detailing the locations of the food courts, toilets, hand washing facilities, solid and liquid waste disposal sites.
5. **Protect** the employees of the Alameda County Health Department from any abuse or harassments by individuals or representatives of other organizations, while the county employees are performing their assigned duties.
6. **Pay for any or all unpermitted food facilities\*** found operating at the event without prior authorization from the Alameda County Health Department.
7. **I agree** that failure to comply with any or all of the above stated regulations may be a sufficient reason to deny me the issuance of a sponsor health permit now and in the future.
8. **I will renew my Sponsor Permit at least two weeks prior to the permit expiration date** if the event occurs in the same location with the same schedule (weekly, bi-weekly, monthly, etc.).

Name of the Event: \_\_\_\_\_

Location of the Event and City: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Number of Food Facilities\* Selling or Giving Away Food:

# of Food Booths  & # of Mobile Food Facilities (Trucks/Trailers/Carts)

Attach to this packet a list of all Food Facilities\* that will be operating at the event.

Sponsor's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

\*Fixed or mobile food facilities including booths, carts, trucks, and trailers.