

## COMMUNITY EVENT ORGANIZER PERMIT APPLICATION

**\*\*Applications must be submitted two weeks prior to the event\*\***

Refer to the Temporary Food Facility Guidelines for more information, available online.

**ORGANIZER APPLICABLE FEES:** Check the Appropriate Box

\$103.00 → Non-Profit\*    
  \$ 205.00 → Profit    
 **Organizer Type** \*Proof of Non Profit Status Will Be Required  
 \$75.00 **Non-Refundable Application Fee**    
  \$ 72.00 → **Late Fee** (added if submitted less than 2 weeks prior to the event date)

**Total Amount Paid: \*\***

*\*\*Fees are subject to change*

**Applications will not be accepted 2 days prior to an event.**

Date of Application	
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EVENT INFORMATION					
Name					
Location					
Date(s):		# 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					
Mailing Info	Address				
	City		State		Zip Code
Person(s) In Charge / Contact Person(s) Names					
Person(s) In Charge / Contact Person(s) Phone Number(s):	Cell Phone				
	Alt Phone				
Person(s) In Charge / Contact Person(s) E-mail:					

**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"> <li>Food preparation booths must be constructed with 4 sides, floor covering and overhead protection.</li> <li>Pre-packaged food booths must have floor covering and overhead protection.</li> <li>Indicate number of Food Facility Booths participating in the event</li> </ul>

	Pre-packaged - Prepackaged samples properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc.
	Pre-packaged with unpackaged samples - Properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc.
	Unpackaged - Open foods including hot dogs, soft serve ice cream, shaved ice, etc.
	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.

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:	
Telephone #:	
Address:	

\*\*\*Event Organizer is required to have emergency contact information for liquid waste removal company

**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 ADAtoilet): \_\_\_\_\_

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): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_

**OFFICE USE ONLY**

Permit #: \_\_\_\_\_

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**PROGRAM USE ONLY**

Approved  Rejected    Permit # \_\_\_\_\_    Date Mailed: \_\_\_\_\_

Non-Profit Event Organizer Fee \$103.00

Event Organizer Fee: \$205.00

Late Fee: \$ 72.00  
*(If less than 2 weeks prior to event; 7-13 days prior to event)*  
*(If 3-6 days; Late Fee is doubled)*

Application Fee \$75.00

**Total Amount Paid \$ \_\_\_\_\_**

Approved By: \_\_\_\_\_    Date: \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMUNITY EVENT ORGANIZER RESPONSIBILITIES**

*EVENT ORGANIZER RESPONSIBILITIES*

- Complete an 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 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 **\$72.00** 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.

*LATE FEES*

- 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. Applications that are submitted late may be accepted at our discretion.

*FOOD SAFETY REQUIREMENTS*

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

**For Profit:**

<b>Application Fee (For Profit and Non-Profit)</b>	<b>\$ 75.00</b>
<b>Community Event Organizer Permit</b>	<b>\$ 205.00</b>
<b>Community Event Organizer Permit Late Fee (if less than two weeks prior to the event date)</b>	<b>\$ 72.00</b>
<b>Prepackaged Temporary Food Stand</b>	<b>\$ 84.00</b>
<b>Unpackaged Temporary Food Stand</b>	<b>\$ 159.00</b>
<b>Sampling Temporary Food Stand</b>	<b>\$ 113.00</b>
<b>Temporary Food Stand Late Fee (if less than 14 calendar days prior to the event add per booth)</b>	<b>\$ 53.00</b>
<b>Field Licensing Charge</b>	<b>\$ 34.70</b>

**For Non-Profit:**

<b>Community Event Organizer Permit</b>	<b>\$ 103.00</b>
<b>Prepackaged Temporary Food Stand</b>	<b>\$ 40.00</b>
<b>Unpackaged Temporary Food Stand</b>	<b>\$ 75.00</b>
<b>Sampling Temporary Food Stand</b>	<b>\$ 58.00</b>

***All fees are subject to change***

*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.*

For additional information contact Bureau of Environmental Health at 562-570-4132 or  
email: [environmentalhealth@longbeach.gov](mailto:environmentalhealth@longbeach.gov)

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

## SITE PLAN INSTRUCTIONS

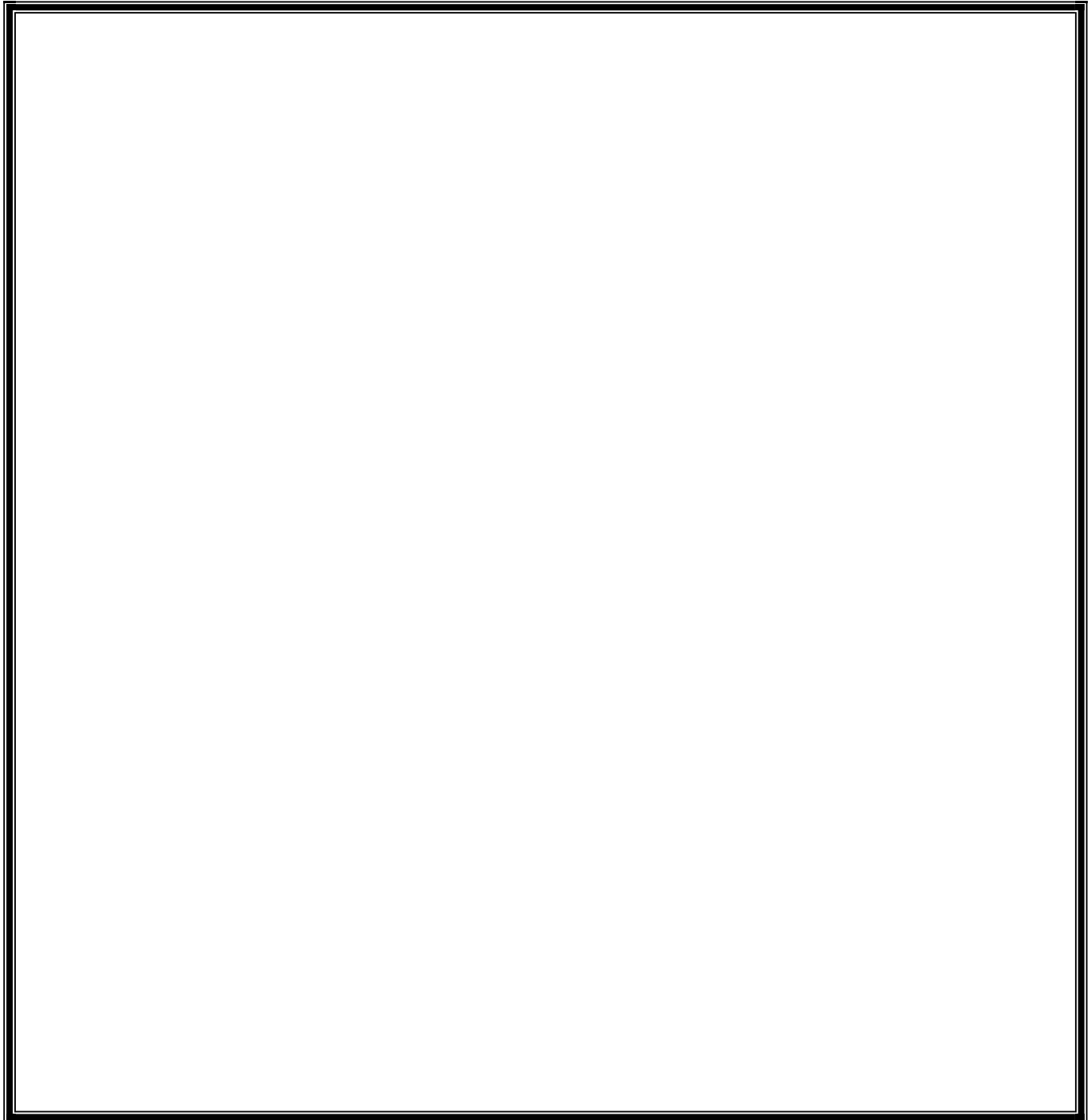
The *Site Plan* must include the following:

- I. Location of all temporary food facilities, restrooms, and wastewater disposal.
- II. Location of all toilets
  - 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.
- III. Location of all ware-washing sinks (3 compartment sink)
  - 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.
- IV. Location of janitorial facilities.

**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 Guidelines](#) for more information, available online.*

## COMMUNITY EVENT MAP



Please provide the distances between the vendors and the restroom, janitorial, and hand wash facilities, as well as the distance to any three-compartment sinks provided. You may utilize the indicators below:

**V** Food Vendor # is to correspond with the numerated *Food Vendor List* (attached)

**R** Restroom Facilities

**J** Janitorial Facilities

**H** Hand-washing Station

**S** Three Compartment Sink(s) provided



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## NON-PROFIT EVENT OPERATOR

- I. Non-Profit organizations get discounted special event food permits.
- II. A special event facilitator is available to assist you in completing and obtaining your special event food permits.
- III. Food safety materials, Temporary Food Facility Organizer and Vendor applications are also available [online](#).
- IV. Acceptable forms of Non-Profit Status proof are as follows and can be faxed or emailed to Bureau of Environmental Health:
  - o Secretary of State Article of Incorporation
  - o IRS 501(c) Determination or Affirmation Letter
  - o State FTB Tax Exemption Document (FTB 3500A)
  - o State Registry of Charitable Funds Certificate
  - o Statement of Accountability from organization

***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***



## TEMPORARY FOOD FACILITY PERMIT APPLICATION

*Refer to the [Temporary Food Facility Guidelines](#) for more information, available online.*

COMMUNITY 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:			
Phone #:		Mobile #:	
Email:		# of Food staff:	

**TFS Applicable Fees:** *Check the Appropriate Box*

- |  |                                   |  |
|--|-----------------------------------|--|
| <input type="checkbox"/> Non- Profit<br>Incl. 501 (c)(3) | <input type="checkbox"/> Profit   | <b>Temporary Food Facility Type</b>  |
| <input type="checkbox"/> \$40.00                         | <input type="checkbox"/> \$84.00  | <b>Pre-packaged or Prepackaged samples</b><br><i>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.</i> |
| <input type="checkbox"/> \$58.00                         | <input type="checkbox"/> \$113.00 | <b>Pre-packaged w/unpackaged samples</b><br><i>Properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc., also selling and giving opened samples.</i>   |
| <input type="checkbox"/> \$75.00                         | <input type="checkbox"/> \$159.00 | <b>Unpackaged</b><br><i>Open foods including hot dogs, soft serve ice cream, shaved ice, beer, alcohol, etc.</i>   |
|  | <input type="checkbox"/> \$30.15  | <b>Hawkers</b><br><i>Roaming prepackaged food sales within the perimeter of the event</i>  |
|  | <input type="checkbox"/> \$53.00  | <b>Late Submittal Penalty Fee</b><br><i>If less than 14 calendar days prior to event add per booth (Doubled if less than 7 days)</i>   |
|  | <input type="checkbox"/> \$34.70  | <b>Field Licensing Fee</b><br><i>Applicable Fee from above</i>   |

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

*I have read and understand the requirement as noted on the City of Long Beach Health Department, Bureau of Environmental Health, Food Safety Program Temporary Food Facility (TFF) Guidelines. I understand that it is my responsibility to meet all 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: _____			

**FOOD PREPARATION AT OTHER LOCATION**

*All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify the facility where advanced preparation will take place by completing below. An agreement form must be submitted for food preparation at a permitted food facility*

Name of Facility:		Permit #:	
Address of Facility:			
Method of food temperature control used during transportation:			

**EQUIPMENT/UTENSIL USED**

Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation?  Yes  No

Identify all **equipment** that will be used in food preparation at the food booth:  Barbecue Grill  Range Burner  Deep Fryer

Griddle  Char-broiler  Mixer  Blender  Other (Specify): \_\_\_\_\_

Identify all utensils that will be used in food preparation at the food booth: \_\_\_\_\_

*LBMC Chapter 8.63: Polystyrene Food Packaging*

*Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.). As a vendor you are required to comply with Section 8.63.030, which prohibits the use of single-use food and beverage containers made of Polystyrene (EPS) foam rigid Polystyrene (plastic#6) and non-compostable/non-recyclable materials for serving prepared food for immediate or to go consumption.*

**FOOD TO BE SOLD/SERVED**

*All food preparation shall be completed either in the temporary food facility or permitted food facility. Attach additional sheet (as needed)*

List food items to be sold/served: <i>(teriyaki chicken, tacos, salsa, condiments etc.,)</i>	✓ if Commercially pre-packaged: <i>(un-opened, original containers)</i>	Identify types of preparation at other location: <i>(cutting, washing, cooking, etc.)</i>	Identify types of preparation at booth: <i>(assembly, portioning, cooking, etc.)</i>	Identify means of temperature control at booth: <i>(steam table, refrigerator, ice chests, etc.)</i>
	<input type="checkbox"/>			
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## TEMPORARY FOOD FACILITY SELF CHECKLIST

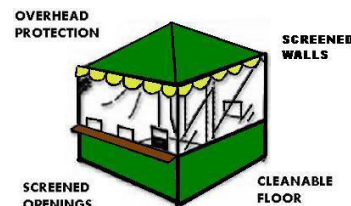
**HEALTH PERMIT MUST BE PROMINENTLY DISPLAYED ON BOOTH**

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

### FOOD BOOTH CONSTRUCTION

#### Open 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 crockpots)
- ┆ 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

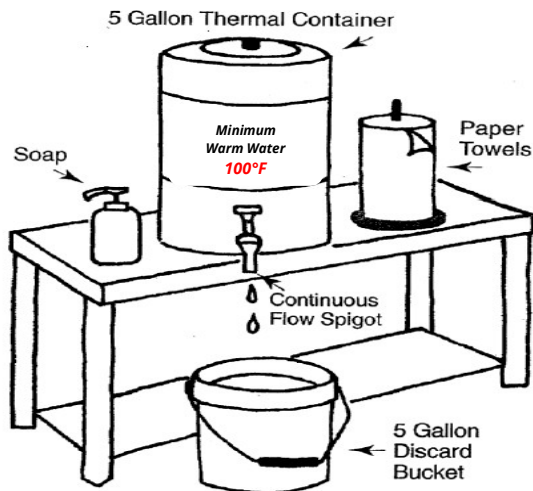
***COMPLETION OF THE CHECKLIST DOES NOT GUARANTEE COMPLIANCE WITH STATE LAW.  
THIS IS SOLELY INTENDED AS A GUIDELINE FOR PROPER BOOTH SET UP***

## 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.***



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.

