

PERRY RICKARD
Director of Public Health Service

MICHAEL MACLEAN, M.D., M.S.
Health Officer



COUNTY OF KINGS

DEPARTMENT OF PUBLIC HEALTH

KEITH WINKLER, DEPUTY HEALTH DIRECTOR
Environmental Health Services
www.countyofkings.com/health/ehs

330 Campus Drive - Hanford, California 93230
Telephone: (559) 584-1411 Fax: (559) 584-6040

TO: TEMPORARY AND/OR SPECIAL EVENT COORDINATOR(S)

**FR: DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES**

RE: TEMPORARY AND/OR SPECIAL EVENTS

Section 114381.1 of the California Retail Food Code requires that a permit shall be obtained by the person or organization that is in control of any community event at which one or more temporary food facilities will operate. A copy of the Temporary and/or Special Event Coordinator Application is included. Please complete and submit it to the Department at least two weeks prior to the event. The following information refers to the requirements that each food vendor must meet prior to and during the event.

The Kings County Department of Public Health – Environmental Health Services requires that all food vendors that want to participate in the upcoming temporary event _____ to be held in _____ on _____, 2008, submit a **FOOD VENDING PERMIT APPLICATION FOR TEMPORARY EVENTS**, regardless of whether or not they have a current food vending permit (FVP) in Kings County. Food vendors will be asked to display their application for public view during their event participation.

Only completed applications which include the signature from one of the Environmental Health Officers should be accepted as proof that they have met this requirement. If they are unable to satisfy this requirement, please have the food vendor contact the Department prior to the event. (Note: Food vendors may not use a FVP from a different county to operate in Kings.)

Food vendors will also receive a copy of the informational guide attached, which summarizes the minimal standards for safe food handling practices during such events. Any questions or concerns regarding the requirements for operating a food booth should be referred to the Department.

The Department conducts routine inspections at temporary and/or special events in the community. Food vendors that are found to be out of compliance with these requirements will NOT be allowed to participate. Their failure to comply may further result in legal prosecution.

Thank you for your anticipated cooperation!

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TEMPORARY AND/OR SPECIAL EVENT COORDINATOR APPLICATION

PLEASE COMPLETE AND RETURN AT LEAST TWO WEEKS PRIOR TO THE EVENT

EVENT NAME	EVENT DATE(s) & TIME	LOCATION: ADDRESS & CITY
<input type="text"/>	<input type="text"/>	<input type="text"/>

EVENT COORDINATOR	CONTACT PHONE #	ALTERNATE PHONE #
<input type="text"/>	() -	() -

CONTACT MAILING ADDRESS	E-MAIL ADDRESS (if available)
<input type="text"/>	<input type="text"/>

COORDINATOR'S SIGNATURE	FILING DATE
<input type="text"/>	<input type="text"/>

Please complete this application form and return it at **least two weeks** before the event together with a site plan that shows the locations of the following:

- ❖ Temporary and mobile food facilities, source of water supply and/or portable water source to each facility, number of all portable toilet(s) and/or restrooms, hand washing facilities, trash disposal containers, and shared utensil washing.

Each temporary food facility at the event must also have a valid and current food vending permit in compliance with the California Retail Food Code.

OFFICE USE ONLY

APPLICATION APPROVED BY _____ DATE _____

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TEMPORARY AND/OR SPECIAL EVENT APPLICATION

Please designate the **north** direction by placing an arrow in the box

North	SITE MAP