



# Vendor Packet

## Community Event or Charitable Fundraiser

### A. Introduction

Community events provide fun and educational activities, giving communities their special character, and stimulating the local economy.

Our office supports these events by helping the organizers and vendors assure that the food served is wholesome and safe. This packet is specially designed for the vendors who make these valuable community events possible.



### B. Menu and Preparation Review

By assessing what foods you will offer and how you will prepare, hold, and serve the food, we can provide you with specific information and best food handling practices. **If you are planning to serve potentially hazardous food, please read the information at the bottom of this page**



### C. Review Process

Complete this packet and return it and the vendor fee to our office

**at least two weeks prior to the event.** There is no vendor fee

for non-profit charitable organizations. Work closely with the event Organizer and post your permit at your facility.

#### Vendor Fees

Food Type	Annual	One-Time
Significant Food Prep	\$170	\$85
Minimum Food Prep	\$85	\$40
Pre-Packaged Food	\$40	\$20
Non-Profit Vendor	\$0	\$0

**Note:** Annual permit applies only if there is no change in facility or menu between sites

\*Fees will increase annually (refer to fee schedule on website)

All food served at Community Events must be prepared on-site at the event or in a commercial or semi-commercial kitchen (such as restaurants, churches, senior citizen centers, grange halls, etc.). **EXCEPTION:** Non-profit charitable organizations and approved Cottage Food Operations may prepare non-potentially hazardous foods in private homes. We do not require that the semi-commercial facilities be permitted by our office.

Unless otherwise approved by our office, potentially hazardous foods should not be cooked ahead of time, cooled, and then reheated prior to service because of the increased potential for foodborne illness.

Please refer to our [Temporary Food Facility Resource Guide](#) for additional information about potentially hazardous food and our requirements for Community Events, **or contact us at (530) 552-3880**. Our mailing and street address is 202 Mira Loma Drive, Oroville, CA 95965. Visit our website <http://www.buttecounty.net/ph/EnvironmentalHealth>.



Amount: _____
Date _____
Check # _____
Receipt No. _____

### Part One: Vendor Contact Information

_____	_____		
Name	Organization, if applicable		
_____	_____		
Telephone Number	Mailing Address		
_____	_____		
Email Address	City	State	Zip

### Part Two: Vendor Type

<input type="checkbox"/> For-Profit Facility	<input type="checkbox"/> Non-Profit Facility
<input type="checkbox"/> Significant Food Prep	<input type="checkbox"/> Minimum Food Prep
	<input type="checkbox"/> Commercially Prepackaged Only

### Part Three: Events Scheduled for Participation

(A single annual vendor application and fee will allow a vendor to be permitted for multiple events provided food and facility operational details are identical for all of the events.)

Event Name	Location	Date(s)



**Part Four: Risk Assessment Checklist** (Check the appropriate boxes)

<b>Food Type</b>
<b>Note: All food must be from a permitted retail/wholesale facility</b>
<input type="checkbox"/> Only non-potentially hazardous, commercially pre-packaged food
<input type="checkbox"/> Popcorn/cotton candy
<input type="checkbox"/> Hot dogs/corn dogs
<input type="checkbox"/> Ground beef/poultry patties (burgers)
<input type="checkbox"/> Other ground/chopped/shredded meat
<input type="checkbox"/> Beef steaks, roasts, tri-tips, etc.
<input type="checkbox"/> Fried or roasted chicken/turkey
<input type="checkbox"/> Lamb/duck/pheasant
<input type="checkbox"/> Variety meats (liver, cold cuts)
<input type="checkbox"/> Fish fillets/fish steaks
<input type="checkbox"/> Shellfish (lobster, shrimp, oysters, clams)
<input type="checkbox"/> Cooked egg dishes (quiche)
<input type="checkbox"/> Custards, cream desserts
<input type="checkbox"/> Dairy products
<input type="checkbox"/> Pasta dishes
<input type="checkbox"/> Potato, macaroni salads
<input type="checkbox"/> Baked potato
<input type="checkbox"/> Refried beans, baked beans, rice
<input type="checkbox"/> Gravies, soups
<input type="checkbox"/> Cut melons
<input type="checkbox"/> Dips/sauces
<input type="checkbox"/> Canned/package food
<input type="checkbox"/> Other (please specify):

<b>Food Preparation Processes Planned</b>
<input type="checkbox"/> Cold holding
<input type="checkbox"/> Cooking
<input type="checkbox"/> Hot holding more than 30 minutes
<input type="checkbox"/> Cooling hot food
<input type="checkbox"/> Re-heating food
<input type="checkbox"/> One or more days between preparation and serving
<input type="checkbox"/> Hand contact with ready-to-eat food
<input type="checkbox"/> Fruit and vegetable washing
<input type="checkbox"/> Raw meat or poultry preparation
<input type="checkbox"/> Sampling of food
<input type="checkbox"/> Slicing, chopping, grinding food
<input type="checkbox"/> Other (please specify):

<b>Utensil Washing and Food Storage</b>
If food will be served more than a single day:
➤ Where will the utensils be washed?
➤ Where will extra food be stored at the end of the day?



## Part Five: Food Preparation Planner

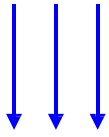
Complete the following table for each food item you plan to serve.

<b>Food or beverage item</b> (e.g. taco, ribs, lemonade, etc.)	<b>Food or beverage item</b> (e.g. taco, ribs, lemonade, etc.)
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, etc.)	Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, etc.)
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)

<b>Food or beverage item</b> (e.g. taco, ribs, lemonade, etc.)	<b>If food is prepared off-site:</b>
	Location name/address/telephone:
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	Type of utensils used (e.g. tongs, ladle, spatula, etc.):
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, etc.)	Where and when food purchased:
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	Where food stored prior to the event:

## Part Six: Planning Checklist

Yes No N/A



### A: Basic Requirements

All vendors need to meet these requirements.





*If vendors are only serving prepackaged, non-potentially hazardous food, they do not need to comply with Parts B-D of the checklist.*

- Approved source: All food to be purchased from a permitted retail/wholesale facility
- No preparation of food in private home; all food to be prepared on-site at the event or in a commercial or semi-commercial kitchen such as restaurants, churches, senior citizen centers, grange halls, etc. (**EXCEPTION: Charitable Non-Profit Vendors may prepare non-potentially hazardous foods in private homes up to 4 times a year for events lasting 3 days or less, and approved Cottage Food Operations**)
- All foods stored off the floor a minimum of 6 inches and no food stored outside of booth
- Adequate trash and garbage disposal receptacles will be available in booth
- At least one toilet facility and a hand washing facility for each 15 employees within 200 ft of food prep and service area
- No pets or smoking allowed in food preparation, utensil washing, or food service/dining area

### B: Protection of Food from Contamination

Vendors serving any **unwrapped food** prior to sale need to meet these requirements.

*If vendors are only serving non-potentially hazardous food, you do not need to comply with Parts C-D of the checklist.*

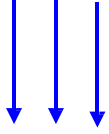
- All food contact surfaces need to be smooth, easily cleanable, and non-absorbent
- Fully enclosed food preparation/handling area (**NOT REQUIRED** for Charitable Non-Profit Vendors) 
- Cooked foods and produce stored and handled separately from raw beef, pork, fish, and poultry 
- Hand washing facilities need to be provided within booth and used prior to bare hand contact with food 
- All non-packaged food will be covered or otherwise protected from contamination and condiments served from approved dispensing units
- Ice will be from an approved source, kept free from contamination, served with ice scoop with handle, and stored separate from ice used for cooling purposes
- Approved facilities available to wash, rinse, and sanitize utensils; wastewater from sinks and other equipment will be disposed in the sanitary sewer and not into storm drain 



= Additional information regarding this requirement in Temporary Food Facility Resource Guide

## Part Six: Planning Checklist


Yes No N/A



### C: Temperature Control

Vendors serving **potentially hazardous food**, regardless of the packaging, need to comply with this portion of the checklist.

See description of potentially hazardous foods in the *Temporary Food Facility Resource Guide*.

- No potentially hazardous food offered to the public that has been prepared or stored in a private home. If potentially hazardous food has been prepared off-site, it must be at a commercial or semi-commercial kitchen such as a restaurant, church, grange, veteran's hall, senior citizen center, etc.**
- Potentially hazardous food not cooked in advance, cooled, and then reheated prior to service without advance consultation with Environmental Health staff
- Potentially hazardous food will be cooked to the proper temperature 
- Potentially hazardous food will be: (a) Held hot at or above 135<sup>0</sup> F **or** (b) Held cold at or below 45<sup>0</sup> F
- Potentially hazardous food held hot at or above 135<sup>0</sup> F **or** cold at or below 45<sup>0</sup> F will not be re-served the following operating day. **EXCEPTIONS:** (a) Potentially hazardous food held at or below 41<sup>0</sup> F during the operating day by mechanical refrigeration may be re-served the following day if held overnight at or below 41<sup>0</sup> F or (b) Potentially hazardous food held continuously frozen may be re-served the following operating day
- Thermometers provided to monitor potentially hazardous food refrigeration temperature and metal stem thermometer provided to measure potentially hazardous food cooking and hot holding temperature
- Frozen potentially hazardous foods properly thawed (no thawing at ambient air temperature)
- Outdoor BBQ, if used, maintained: (a) adjacent to booth, (b) free from dust, (c) roped off from public

### D: Protection of Transported Food

Vendors preparing potentially hazardous food **off-site** need to complete this portion of checklist.

*Only vendors who are preparing potentially hazardous food off site need to complete this portion of the checklist.*

- Food prepared in a commercial or semi-commercial kitchen (Note: These are facilities such as restaurants, churches, granges, veteran's halls, senior citizen centers, etc.)
- Food will be transported and stored in tightly covered, washable containers
- Transport containers, if used, will be adequately insulated to maintain potentially hazardous food either: (a) hot, at or above 135<sup>0</sup> F, or (b) cold, at or below 41<sup>0</sup> F during transport



= Additional information regarding this requirement in Temporary Food Facility Resource Guide

**Part Seven: Food Booth Layout Sketch**

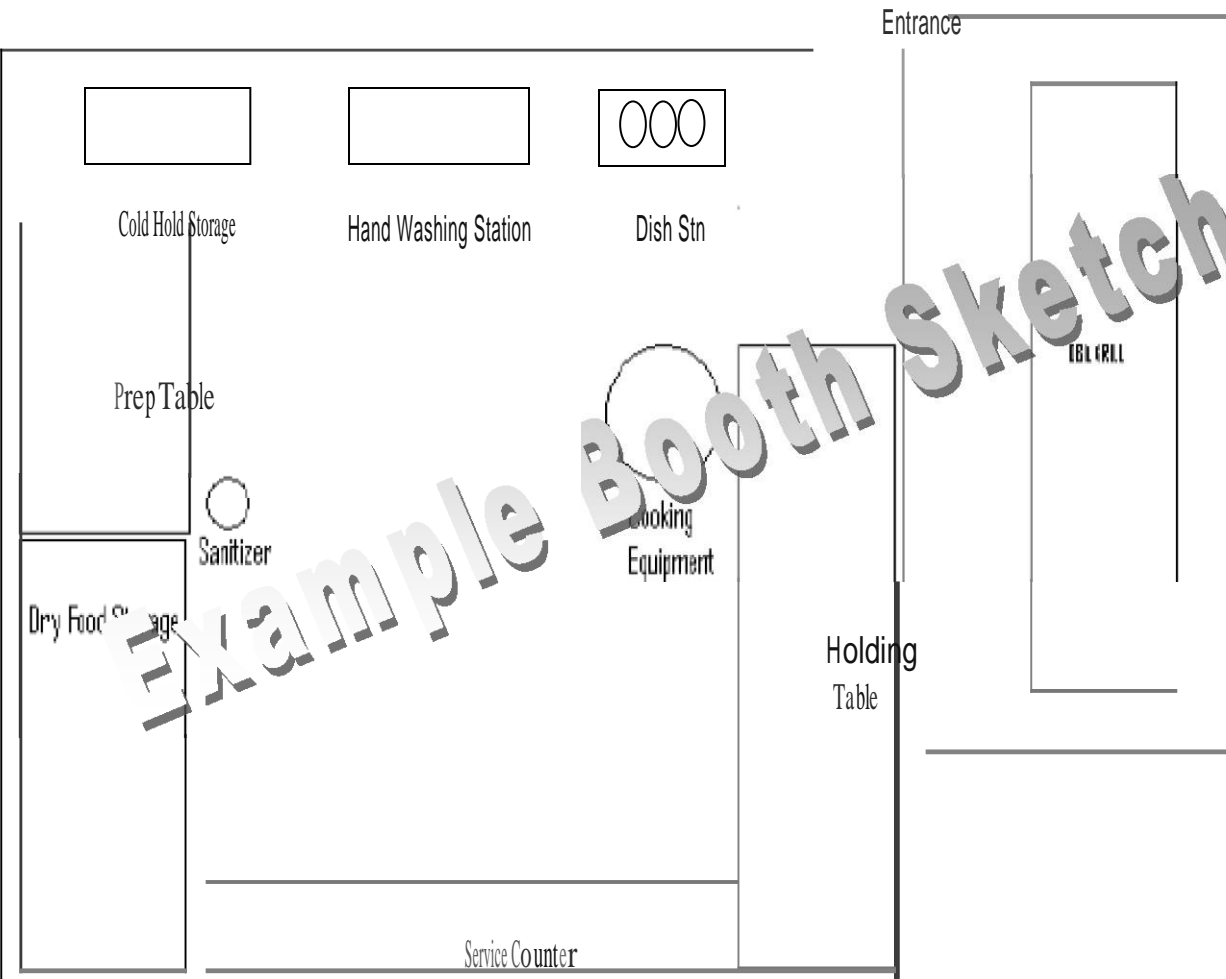
	<p><b><u>Layout Checklist</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Handwashing area</li><li><input type="checkbox"/> Ware (utensil) washing area</li><li><input type="checkbox"/> Food preparation tables and counters</li><li><input type="checkbox"/> Hot holding storage</li><li><input type="checkbox"/> Cold holding storage</li><li><input type="checkbox"/> Dry food storage</li><li><input type="checkbox"/> Service Counter</li></ul>
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I certify that I am familiar with these requirements and agree to operate in a manner consistent with those requirements.

\_\_\_\_\_

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

## Food Booth Layout Sketch



The diagram shows a rectangular booth layout with an 'Entrance' on the right side. At the top, from left to right, are three rectangular boxes labeled 'Cold Hold Storage', 'Hand Washing Station', and 'Dish Stn'. Below these are a 'Prep Table' and a 'Sanitizer' (represented by a circle). On the left side is a 'Dry Food Storage' area. In the center is a 'Cooking Equipment' area. On the right side is a 'Holding Table'. At the bottom is a 'Service Counter'. A large diagonal watermark 'EXAMPLE Booth Sketch' is overlaid on the diagram.

**Layout Checklist**

- Handwashing area
- Dish washing area
- Food preparation tables and counters
- Hot holding storage
- Cold holding storage
- Dry food storage
- Service Counter

I certify that I am familiar with these requirements and agree to operate in a manner consistent with those requirements.

Applicant Signature

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Date