



# Vendor Packet

## Community Event or Charitable Fundraiser

### A. Introduction

Community events (civic, political, public, or educational in nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the local enforcement agency) provide fun and educational activities, giving communities their special character that stimulate the local economy.

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



### B. Menu and Preparation Review

Complete and submit this ENTIRE application packet, including a signed **Layout Sketch (Part 7)**. Also included are a Risk Assessment Checklist (Part 4) and Menu Planner (Part 5) that will assist you and this Department in assessing your intentions with the food provided at events, which will guide the phone interview. The Planning Checklist (Part 6) lists the expectations of this Department, to ensure the food provided is adequately stored, prepared, held, and served to guarantee public safety. **If potentially hazardous food (PHF) will be served, please read the information in the blue box below.**

Vendor Fees		
Food Type	Annual	*One-Time
Significant Food Prep	\$268	\$201
Minimum Food Prep	\$201	\$134
Pre-Packaged PHF Food	\$100	\$67
Non-Profit Vendor	\$0	\$0
Pre-Packaged, NON-PHF food	<a href="#">Booth Notification</a>	

\*One-Time permit applies only if a single event is 2 consecutive days or less  
**Note:** Fees will increase annually (refer to fee schedule on [website](#))

### C. Review Process

Submit and complete this vendor application with the appropriate fee **at least 2 weeks prior** to your first event and include copies of relevant permits (DD214, 501C3, CDFA frozen dessert machine permit, CFO/MFF in another county permit, PFR, etc.) **Application packets submitted 3 or less days prior to the first listed event MAY NOT be processed.** An inspector will contact you to review the application discussing food safety, personal hygiene, and sanitation. Use the [Temporary Food Facility Resource Guide](#) as a study tool, as well as, the [Vendor Operating Checklist](#) – both available on our [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, community centers, grange halls, etc.). **EXCEPTION:** Non-profit charitable organizations and approved Cottage Food Operations may prepare non-potentially hazardous foods (non PHF) in private homes. We do not require that the semi-commercial facilities be permitted by our office. The [Prepackaged TFF Booth Notification](#) should be submitted if the entire menu provided is completely prepackaged (including sampling) and NON-potentially hazardous.

**Unless otherwise approved by our office, potentially hazardous food (PHF) 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 (PHF) and our requirements for Community Events, **or contact us at (530) 552-3880**, 202 Mira Loma Drive, Oroville, CA 95965. Submit application to [BCENVHEALTH@BUTTECOUNTY.NET](mailto:BCENVHEALTH@BUTTECOUNTY.NET)  
Visit our website: <http://www.buttecounty.net/ph/EnvironmentalHealth>.



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

### Part One: Vendor Contact Information

_____	_____
Applicant Name	Booth (Business) Name
_____	_____
Telephone Number	Mailing Address
_____	_____
Email Address	City State Zip

Choose one:  I am a new vendor in Butte County     I have previously been a permitted vendor in Butte County  
 Choose one:  One-time ONLY event, no more than 2 consecutive days     Annual permit, 2+ event days

### Part Two: Vendor Type (For prepackaged, NON-potentially hazardous food ONLY, submit [this form](#))

<p><b>1.</b> <input type="checkbox"/> For-Profit Facility  <input type="checkbox"/> Non-Profit 501C3 # _____  <input type="checkbox"/> For Veterans only – DD214 Attached</p> <p><b>4.</b> <input type="checkbox"/> Food Preparation On-site ONLY  <input type="checkbox"/> Food Preparation Off-site ONLY          Address: _____  <input type="checkbox"/> Food Preparation Off &amp; On-site          Address: _____</p> <p><b>6.</b> <i>Food Stored Overnight?</i>  <input type="checkbox"/> Yes, how? _____  <input type="checkbox"/> No</p>	<p><b>2.</b> <input type="checkbox"/> Significant Food Prep  <input type="checkbox"/> Minimum Food Prep  <input type="checkbox"/> Prepackaged Potentially Hazardous Foods (PHF)</p> <p><b>5.</b> <input type="checkbox"/> Vendor Provides Potable Water          Obtained from _____  <input type="checkbox"/> Organizer Provides Potable Water</p> <p><i>Write in location</i></p> <p><b>7.</b> <input type="checkbox"/> Wastewater Disposed <u>Off</u>-site:          _____  <input type="checkbox"/> Wastewater Disposed <u>On</u>-site:          _____</p>	<p><b>3.</b> <i>Check all that apply</i>  <input type="checkbox"/> Tent and Table  <input type="checkbox"/> Netting/Siding on <u>ALL</u> 4 sides  <input type="checkbox"/> Cart  <input type="checkbox"/> Trailer  <input type="checkbox"/> Truck  <input type="checkbox"/> Permitted Truck/Trailer/Cart From <i>Outside</i> Butte County – <b>include copy of permit w/ application</b></p> <p><i>Write in answer</i></p> <p><b>8. Leftover Hot Held Foods Will Be:</b>          _____</p>
---	--	---

### Part Three: Events Scheduled for Participation

At least one (1) event **MUST** be listed for the application to be processed. One application required per booth, per event when operating 2+ booths: at same event OR at different events on same day.

Event Name	Location	Date(s)



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

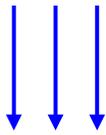
	<b>Food Type</b> <i>Note: All food must be from a permitted retail/wholesale facility – This is not an all-inclusive list</i>	<b>Food Preparation Processes Planned</b>
<b>Prepackaged, PHF</b>	<input type="checkbox"/> <b>ONLY</b> Potentially Hazardous, Pre-Packaged Food - <b>no open food</b> <input type="checkbox"/> Canned/Bagged/Sealed Packaged Food <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Cold Holding (fridge, freezer, ice chest, etc.) <input type="checkbox"/> Cooking (bake, fry, grill, etc.) <input type="checkbox"/> Cooling Hot Food <input type="checkbox"/> Fruit And Vegetable Washing <input type="checkbox"/> Hand Contact with Ready-To-Eat Food <input type="checkbox"/> Hot Holding (more than 30 minutes) <input type="checkbox"/> One or more days between preparation and serving <input type="checkbox"/> Sampling Of Food <input type="checkbox"/> Slicing/Chopping/Grinding Food <input type="checkbox"/> Thawing <input type="checkbox"/> Raw Meat or Poultry Preparation <input type="checkbox"/> Re-Heating Food <input type="checkbox"/> Other (please specify):
<b>Significant Prep</b>	<input type="checkbox"/> Beef Steaks/Roasts/Tri-Tips, etc. <input type="checkbox"/> Beef/Poultry Patties (burgers) <input type="checkbox"/> Cooked Eggs/Quiche <input type="checkbox"/> Custards/Cream Desserts <input type="checkbox"/> Dairy Products “made from scratch” (cheese, milk or milk alternative, ice cream, yogurt, cream cheese, etc.) <input type="checkbox"/> Deli Meats/Cold Cuts <input type="checkbox"/> Dips/Sauces/Gravies/Soups <input type="checkbox"/> Fish Fillets/Fish Steaks/Shellfish (lobster, shrimp, oysters, clams) <input type="checkbox"/> Fried or Roasted Chicken/Turkey <input type="checkbox"/> Lamb/Duck/Pheasant <input type="checkbox"/> Other Ground/Chopped/Shredded Meat <input type="checkbox"/> Pasta/Beans/Rice/Baked Potato <input type="checkbox"/> Potato Salad/Macaroni Salad <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> <b>Netting will be required for ALL open foods, if vermin are present or customer access/contamination occurs. ALL foods must be protected with lids/covers, regardless.</b> <input type="checkbox"/> Name of dishwashing sanitizer being used (ex: chlorine/bleach, quaternary ammonia, etc.):
<b>Minimum Prep</b>	<input type="checkbox"/> Coffee Drinks <input type="checkbox"/> Cut Produce (Fruits/Vegetables) <input type="checkbox"/> Lemonade (fresh squeezed, powder) <input type="checkbox"/> Popcorn/Cotton Candy/Hot Dogs/Corn Dogs <input type="checkbox"/> State Permitted Frozen Dessert Machine ( <b>Attach Permit</b> ) OR Commercially Purchased Scooped Ice Cream <input type="checkbox"/> Unpackaged NON-PHF <input type="checkbox"/> Other (please specify):	<p><b>Checking ANY of the below boxes categorizes your temporary food facility as Significant Prep:</b></p> <input type="checkbox"/> I will be pre-cooking PHFs for later use. <input type="checkbox"/> I will be cooling cooked PHFs. <input type="checkbox"/> I will be reheating foods I previously cooked and cooled for hot holding. <input type="checkbox"/> I will be slicing, chopping, and/or grinding PHFs before OR after cooking. <input type="checkbox"/> I will be thawing foods. <input type="checkbox"/> I will be serving &/or cooking raw animal proteins. <input type="checkbox"/> I will be manufacturing, freezing, processing, or packaging milk products or alternatives. <input type="checkbox"/> I will be hot holding PHFs I made at 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, potentially hazardous food, they do not need to comply with Part B of the checklist.*

- Approved source: All food must be purchased from a permitted retail/wholesale facility
- No preparation or storage of food will occur in a private home; all food will be prepared on-site at the event OR in a commercial or semi commercial kitchen (restaurant, church, grange hall, community center, 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 (CFO)**
- All foods will be stored off the floor a minimum of 6 inches and completely inside 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 will be available within 200 ft of food prep and service area
- Pets and smoking will not be allowed in food preparation, utensil washing, or food service/dining areas

### 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, they do not need to comply with this part (B) of the checklist.*

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

[Additional information regarding this requirement in Temporary Food Facility Resource Guide](#)



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 common potentially hazardous foods in *Part 4 of this application* and the *Temporary Food Facility Resource Guide*.

- No preparation or storage of food will occur in a private home; all food will be prepared on-site at the event or in a commercial or semi commercial kitchen (restaurant, church, grange hall, community center, etc.).**
- Potentially hazardous food will not be 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° F **or** (b) Held cold at or below 45° F
- Potentially hazardous food held hot at or above 135° F **or** cold at or below 45° F will not be re-served the following operating day. **EXCEPTIONS:** (a) Potentially hazardous food held at or below 41° F during the operating day by mechanical refrigeration may be re-served the following day if held overnight at or below 41° F or (b) Potentially hazardous food held continuously frozen may be re-served the following operating day
- Thermometers will be provided in refrigeration units to monitor potentially hazardous food temperatures and metal stem thermometers will be provided to measure potentially hazardous food cooking and hot holding temperatures
- Frozen potentially hazardous foods will be properly thawed (no thawing at ambient air temperature)
- Outdoor BBQ, if used, will be maintained: (a) adjacent to booth, (b) free from dust, (c) roped off from public a minimum of 3 feet

### D: Protection of Transported Food

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

- Food will be prepared in a commercial or semi-commercial kitchen (restaurants, churches, granges, veteran’s halls, community 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° F, or (b) cold, at or below 41° F during transport

**Part Seven: Food Booth Layout Sketch** (example on next page)

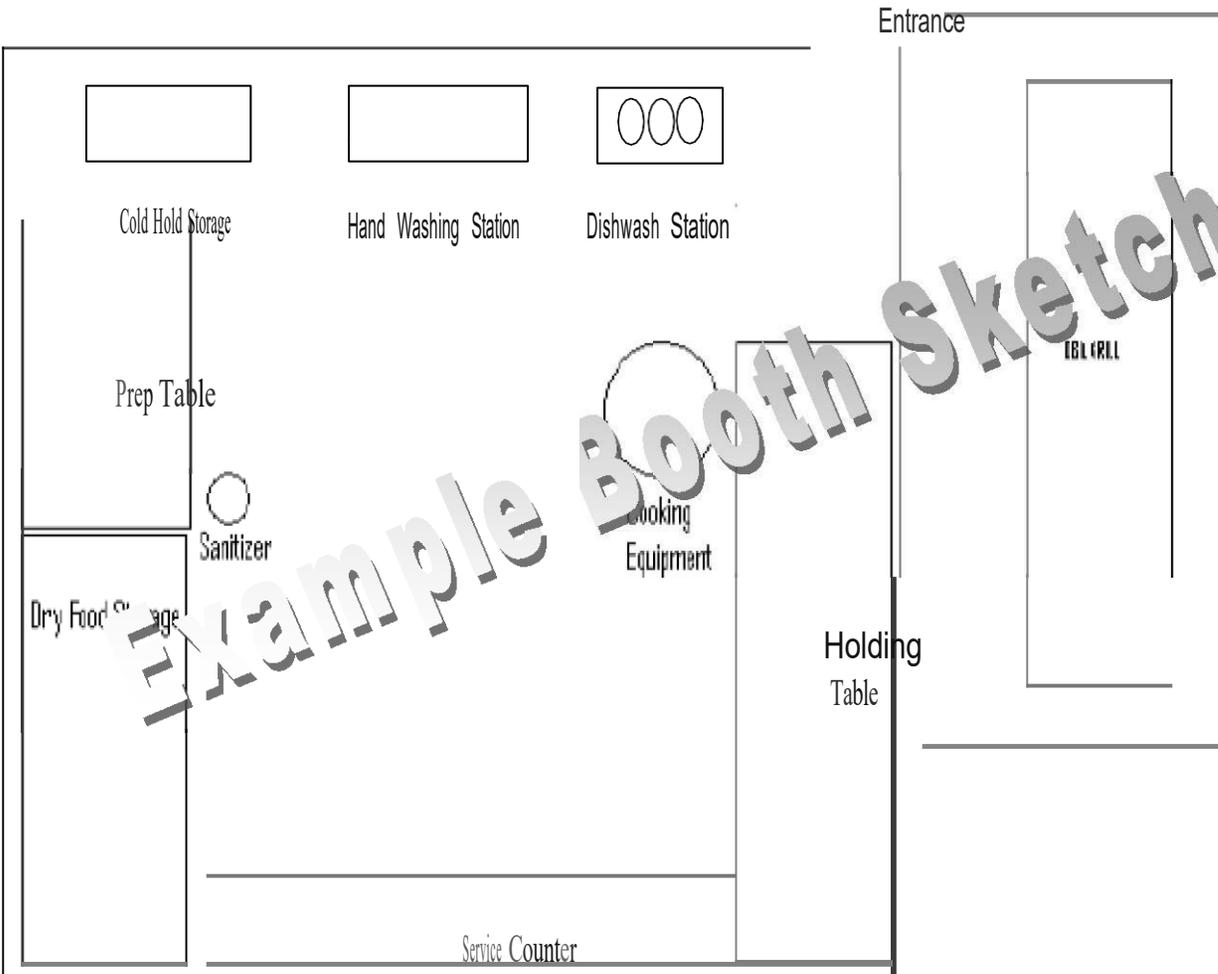
	<p style="text-align: center;"><b>Layout Checklist</b></p> <ul style="list-style-type: none"><li>o Handwashing area</li> <li>o Dish washing area</li> <li>o Food preparation tables and counters</li> <li>o Hot holding storage</li> <li>o Cold holding storage</li> <li>o Dry food storage</li> <li>o Service Counter</li></ul>
--	--

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

 <p>The diagram shows a rectangular food booth layout. At the top, there is an 'Entrance' on the right side. Along the top wall, from left to right, are three rectangular areas: 'Cold Hold Storage', 'Hand Washing Station', and 'Dishwash Station'. Below the 'Cold Hold Storage' is a 'Prep Table'. Below the 'Prep Table' is a 'Sanitizer' (represented by a circle) and a 'Dry Food Storage' area. In the center of the booth is a circular area labeled 'Cooking Equipment'. To the right of the 'Cooking Equipment' is a 'Holding Table'. At the bottom of the booth is a 'Service Counter'. A large diagonal watermark 'Example Booth Sketch' is overlaid on the diagram.</p>	<p style="text-align: center;"><b>Layout Checklist</b></p> <ul style="list-style-type: none"> <li>o Handwashing area</li> <li>o Dish washing area</li> <li>o Food preparation tables and counters</li> <li>o Hot holding storage</li> <li>o Cold holding storage</li> <li>o Dry food storage</li> <li>o Service Counter</li> </ul>
---	--

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

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

\_\_\_\_\_  
Date