



## Temporary Food Facility (TFF) Event Organizer Checklist



A Temporary Food Facility (TFF) can only operate at community events approved by the San Bernardino County Department of Public Health, Environmental Health Services (EHS). It is the responsibility of the event organizer to ensure that all TFF Vendors at the event comply with food safety and sanitary requirements enforced by EHS.

**An Event Organizer Permit is required for any event(s) where two or more food vendors are present.**

The following self-inspection checklist can assist with meeting the necessary requirements.

PRIOR TO EVENT
<input type="checkbox"/> Obtain acknowledgement from the city or county agency for the community event (e.g. office organizing/sanctioning the event).
<input type="checkbox"/> Ensure all food vendors have a current, valid, unsuspended and unrevoked TFF or Mobile Food Facility (MFF) health permit. Health permits are non-transferable. All vendors must have their health permit readily available at their booth throughout the event.
<input type="checkbox"/> Provide the List of Participants/Vendors. EHS will review it and advise the event organizer of any unapproved or unpermitted vendors. If any changes are made to the List of Participants/Vendors, provide EHS with an updated list. Only vendors listed on the approved vendor list will be permitted to operate at the event.
<input type="checkbox"/> Provide permit verification for the approved food facility, if being used to prepare food at the event.
<input type="checkbox"/> Provide potable water supply, approved wastewater disposal site, trash disposal, electricity (if available) and toilet facilities with handwashing stations (within 200 feet of each TFF booth).
DAY OF EVENT
<input type="checkbox"/> No home preparation or storage of food and beverage is allowed. All prepackaged foods must be properly packaged and labeled at an approved facility (excluding cottage food permit).
<input type="checkbox"/> All potentially hazardous foods are kept at 41°F or below or 135°F or above. Hot holding foods held above 45°F and/or leftover foods are discarded at the end of the day.
<input type="checkbox"/> All food preparation (cooking and preparing of food/beverages) for vendors is conducted inside a fully enclosed booth. All cooking equipment other than approved barbeques must be kept inside the approved enclosed booth, unless specifically exempted by EHS. If cooking equipment will be used, consult with the local fire jurisdiction regarding fire code regulations. Approved barbeques must have overhead protection.
<input type="checkbox"/> Provide a pressurized handwashing sink or simplified handwashing setup (i.e. five-gallon igloo-type) with warm water, pump style soap, paper towels and a wastewater collection container inside all food/beverage preparation and sampling booths. Wastewater must be contained at all times. Simplified handwashing setups are only allowed for events that last three days or less.
<input type="checkbox"/> Provide a three-compartment warewashing sink for all food/beverage preparation booths. Buckets are not approved compartments for warewashing. Overhead protection is required for all warewashing sinks. Any shared three-compartment warewashing sinks that are provided by the event organizer must be maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than four vendors can use a shared warewashing sink. All warewashing sinks must be supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited, then 15 gallons is required. Wastewater must be contained at all times.

For more information on TFF operating requirements email [TFF@dph.sbcounty.gov](mailto:TFF@dph.sbcounty.gov), contact EHS at 1-800-442-2283 or visit the EHS website at [ehs.sbcounty.gov](http://ehs.sbcounty.gov)

The California Retail Food Code (Cal Code) is located on the EHS Program and Services webpage under the Food Facilities section.



## TEMPORARY FOOD FACILITY (TFF) EVENT ORGANIZER HEALTH PERMIT APPLICATION

THIS SECTION TO BE COMPLETED BY TEMPORARY FOOD FACILITY EVENT ORGANIZER			
GENERAL INFORMATION			
<p>A Temporary Food Facility (TFF) may only operate at community events approved by the San Bernardino County Department of Public Health, Environmental Health Services (EHS).</p> <p>Community Event: An event conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period.</p> <p>Health permits are non-transferable and must be posted in a visible position within the TFF food booth.</p> <p><b>NOTE:</b> TFF PERMITS ARE ONLY VALID FOR EHS APPROVED COMMUNITY EVENTS.</p> <p>Appointment Requests: The event organizer may request to make an appointment to meet with a staff member from EHS if any questions arise before or after the event. To make an appointment, please contact EHS at (800) 442-2283.</p>			
EVENT ORGANIZER INFORMATION			
Name of event organizer:	Phone Number:		
Company/Organization (If applicable):	Email:		
Address:	City:	State:	Zip:
DAY OF EVENT INFORMATION			
Name of Contact Person:	Phone Number:		
Event Location:			
DETAILS OF TEMPORARY EVENT			
Name of Event:		Date(s) of Event:	
Site Address:	City:	Total Number of Event Days:	
Set Up Time: From: _____ To: _____	Open to Public: From: _____ To: _____		
INVOICE INFORMATION			
Mail To:	Attention To:		
Address:	City:	State:	Zip:
CITY OR COUNTY ACKNOWLEDGEMENT			
<p>The event organizer has an obligation to inform the relevant municipal or county authorities about the occurrence of the event. After fulfilling this duty, the event organizer must provide the information below.</p>			
Name and Title of Person Contacted:		Phone Number:	
Department:		Email:	

## BOOTH INFORMATION

Indicate the total number in each category:

Fully enclosed booths (non-prepackaged food preparation): \_\_\_\_\_

Prepackaged food booths: \_\_\_\_\_

Number of shared three-compartment sinks: \_\_\_\_\_

**NOTE: IF THE EVENT ORGANIZER IS PROVIDING THREE-COMPARTMENT SINKS FOR VENDORS, EACH SINK MAY ONLY SERVICE UP TO FOUR VENDORS AND MUST BE LOCATED WITHIN 100 FEET OF EACH BOOTH.**

## SITE MAP INSTRUCTIONS

All applications must include a site map (e.g. drawn, professional, etc.) indicating the following locations and the distances between each location:

- All food facilities (the number of vendors must correspond with the List of Participants/Vendors)
- Toilet facilities with associated handwashing station(s)
- Three-compartment warewashing sinks (if provided by the event organizer)
- Trash receptacles
- Potable water source
- Wastewater disposal site
- Electricity (if available)
- Pool, water slide (if applicable)

## SITE MAP

## EVENT ORGANIZER RESPONSIBILITIES

It is the responsibility of the event organizer to ensure that all TFF Vendors at the event comply with food safety and sanitary requirements enforced by EHS.

**Prior to Event:**

- Obtain documentation from the city or county agency granting approval for the event.
- Provide the List of Participants/Vendors. EHS will review it and advise the event organizer of any unapproved or unpermitted vendors. If any changes are made to the List of Participants/Vendors, provide EHS with an updated list. Only vendors listed on the approved vendor list will be permitted to operate at the event.
- Ensure all food vendors have a current, valid, unsuspended and unrevoked TFF or Mobile Food Facility (MFF) Health Permit. Health permits are non-transferable. All vendors must have their health permit readily available at their booth throughout the event.
- Provide permit verification for the approved facility, if preparing food at the event.
- Provide potable water supply, approved wastewater disposal site, trash disposal, electricity (if available) and toilet facilities with handwashing stations (within 200 feet of each TFF booth).

**Day of Event:**

- No home preparation or storage of food and beverage is allowed. All prepackaged foods must be properly packaged and labeled at an approved facility (excluding cottage food permit).
- All potentially hazardous foods are kept at 41°F or below or 135°F or above. Hot holding foods held above 45°F and/or leftover foods are discarded at the end of the day.
- All food preparation (cooking and preparing of food/beverages) for vendors is conducted inside a fully enclosed booth. All cooking equipment other than approved barbeques must be kept inside the approved enclosed booth, unless specifically exempted by EHS. Contact the local fire jurisdiction where the event is being held regarding applicable fire code requirements.
- Provide a pressurized handwashing sink or simplified handwashing setup (i.e. five-gallon igloo-type) with warm water, pump style soap, paper towels and a wastewater collection container inside all food/beverage preparation and sampling booths. Wastewater must be contained at all times.
- Provide a three-compartment warewashing sink for all food/beverage preparation booths. Overhead protection is required for all warewashing sinks. Any shared three-compartment warewashing sinks that are provided by the event organizer must be maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than four vendors can use a shared warewashing sink. All warewashing sinks must be supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited, then 15 gallons is required. Wastewater must be contained at all times.

## LIST OF PARTICIPANTS/VENDORS

The following list of participants/vendors must be submitted to EHS. As an event organizer, you are authorizing the list of participants/vendors to participate in the stated event and have verified that each one has a valid health permit. Submit additional lists as needed.

NAME OF TFF	NAME OF OWNER	PHONE NUMBER	E-MAIL ADDRESS	PROGRAM RECORD (PR) NUMBER ON VENDOR HEALTH PERMIT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

## DECLARATION AND SIGNATURE

**ALL FEES DUE TWO WEEKS PRIOR TO THE EVENT.  
MAKE CHECKS PAYABLE TO: SAN BERNARDINO COUNTY**

Application and fee must be submitted at least two weeks prior to event. A late fee will be assessed if the application is not completed a full 48 hours prior to the day of operation (Example: Fees are due on Wednesday for a Saturday event). Failure to complete the application and pay all fees will result in the assessment of a delinquent fee or closure.

**Indemnification:** The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

I hereby give my approval to the Participants/Vendors listed above to participate in the temporary event for which I am an event organizer. I agree to abide by all requirements as an event organizer. Furthermore, I will not allow unauthorized Participants/Vendors to serve food/beverage at this event.

I declare under the penalty of law, that to the best of my knowledge and belief, the statements made herein are correct and true. I have knowledge of and commit to meet state law and relevant local regulations pertaining to the TFF Event Organizer Health Permit. I acknowledge the receipt of the TFF Event Organizer Checklist and the rules and regulations set forth by San Bernardino County. As the event organizer, I will ensure all food booths are in compliance with the TFF operating requirements mentioned in this application and set forth in the TFF Vendor and Event Organizer Packets. I hereby consent to all necessary inspections related to the issuance of a health permit and the operation of the business. Furthermore, I understand that failure to meet all requirements specific to the TFF Event Organizer Health Permit, supplemental attachments and those set forth by San Bernardino County may result in permit suspension and/or closure of the temporary event and/or business operating at the event.

<input type="checkbox"/> <b>Electronic Signature Only:</b> By checking this box, I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.	Date:
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Signature of event organizer:

Print Name:	Title:
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### For Office Use Only

Fee:	FA Number:	Record ID:	Program Identifier:	PE Number:
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Late Fee: <input type="checkbox"/> Y <input type="checkbox"/> N	Designated Employee:	Received By:	Date:
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Check One: <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Reactivate	Changes (please specify):
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