



Consumer Protection Division
 1555 Berger Drive, Suite 300
 San Jose, CA 95112-2716
 phone 408-918-3400
 fax 408-258-5891
 www.EHinfo.org

To ALL TEMPORARY FOOD FACILITY OPERATORS

This packet contains the information you need to apply for a permit and to properly operate a temporary food facility in Santa Clara County.

1. *Event Organizer / Coordinator Application (Required if more than one point of food distribution)*
2. *Application to Operate a Temporary Food Facility with food information sheet*
3. *Declaration of Non-Profit Status*
4. *Requirements for Temporary Food Facilities in the County of Santa Clara*
5. *Self-Inspection Checklist*
6. *Supplies Checklist*
7. *Temperature Log*

Please note that ALL food vendors, food booth operators, employees, and volunteers MUST comply with the requirements as outlined in this packet during preparation and all hours of operation. Please contact this Department at 408-918-3400 if your packet is missing any of the above listed information.

- ALL application forms and fees must be submitted to the Department of Environmental Health at least 2 weeks prior to the event. Incomplete applications or those submitted after the deadline may NOT be approved; if approved, menu may be restricted.

TEMPORARY FOOD FACILITY OPERATOR:

- ✓ Complete *BOTH* sides of the application and return it with applicable fees and additional documentation to your event coordinator.
- ✓ Read the attached documents carefully – you are required to comply.
- ✓ Use the attached self-inspection checklist and supplies checklist to assist in setting up and ensuring compliance.
- ✓ Your facility is subject to inspection by the Department of Environmental Health, and *FAILURE* to comply may result in closure of your facility until deficiencies are corrected.
- ✓ *PLEASE NOTE* that food handled improperly or held at unsafe temperatures may be destroyed or condemned by the Department of Environmental Health.

EVENT ORGANIZER / COORDINATOR:

- ✓ Return ALL operator application forms AND event organizer / coordinator application AND applicable fees to this Department.
- ✓ Submit site plan and list of food vendors.
- ✓ On day(s) of event, person in charge of food facilities MUST be available to conduct a walk-thru inspection with Department of Environmental Health representatives.

- Current Environmental Health permit fees (*note: listed fees are valid from 07/01/07 through 06/30/08 only; fees may increase on 07/01/08*):

	Minimum two weeks before event	Late submittals (25% late penalty) less than two weeks before the event
For Profit booth	\$ 183.00	\$ 228.75
Non-profit booth	\$ 67.00	\$ 83.75
For Profit cart	\$ 63.00	\$ 78.75
Non-profit cart	\$ 56.00	\$ 70.00
Coordinator / Organizer	\$ 60.00	\$ 75.00

- If you would like to schedule a pre-event meeting to discuss food safety, please contact: Marc Benchimol R.E.H.S. or Christy Kaufman R.E.H.S., Senior Temporary Event Specialists at 408-918-3437 or marc.benchimol@deh.sccgov.org / christy.kaufman@deh.sccgov.org

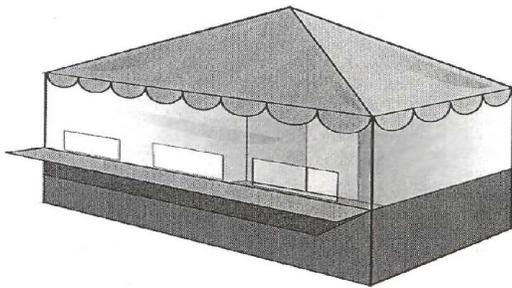
REQUIREMENTS FOR TEMPORARY FOOD FACILITIES IN THE COUNTY OF SANTA CLARA

PERMIT REQUIREMENTS

All event applications and applicable fees **MUST** be submitted to the Department of Environmental Health at least 2 weeks before the event.

- § Each temporary food facility **MUST** apply for a permit.
- § At events with two or more temporary food facilities, a person or organization **MUST** be responsible for shared facilities (e.g., restrooms, waste disposal) and in addition **MUST** apply for an event coordinator/organizer permit.
- § Once the application is approved, **NO** changes may be made without approval of the Department of Environmental Health.
- § Unauthorized changes or non-compliance may result in closure of food facility until deficiencies are corrected. Re-inspection fees may be assessed if any permits are suspended.

FOOD BOOTH CONSTRUCTION



Fully Enclosed Food Booth

ALL food and beverage booths **MUST** be constructed with four sides, a ceiling, and a floor as follows:

- § Booth must be large enough to accommodate all food preparation, handling, and storage needs.
- § Floor surfaces **MUST** be smooth and cleanable.
 - ü *Smooth pavement, plywood, canvas, etc. is approved.*
 - ü *Grass or dirt floors **MUST** be covered with approved tarps or plywood.*
- § Walls and ceilings **MUST** completely enclose the booth and be made of approved materials (check with fire department for booth material requirements).
 - ü *Wood, canvas, plastic, 16-mesh fly screening, or similar material is approved.*
 - ü *Pass-thru window openings **MUST** not exceed 432 square inches and have tight-fitting closures (e.g., Velcro). Minimum distance between window openings shall not be less than 18 inches.*

- ü *EXCEPTION: Booths that handle **ONLY** food or beverage **PREPACKAGED** at an approved facility are **NOT** required to be fully enclosed, just an overhead canopy and cleanable flooring. All food and beverage **MUST** be sold or served in unopened original packaging.*
- ü A clearly visible sign **MUST** be provided listing the booth name, city, state, zip code, and name of permittee. *Non-profit charitable booths are **NOT** required to provide this signage.*
- ü *The booth name **MUST** be at least 3 inches high, with strokes at least 3/8 inches wide.*
- ü *The city, state, zip code, and name of permittee **MUST** use lettering at least 1 inch in height.*

FOOD PREPARATION AND HANDLING

- § All food **MUST** be from an approved source.
 - ü *Food or beverage that has been stored or prepared in a private home may **NOT** be offered for sale, sold, or given away.*
 - ü *Have copies of invoices/receipts for food, available for review by Specialist.*
- § All equipment and utensils **MUST** be approved by the Department of Environmental Health.
 - ü *Surfaces that come in contact with food **MUST** be smooth, easily cleanable, and non-absorbent (e.g., counters, cutting boards, utensils, equipment.)*
 - ü *Do **NOT** use galvanized or enamel coated cookware or utensils.*
 - ü ***ALL** utensils and cooking equipment – except for barbecue units and deep fat fryers (see below) – **MUST** be inside the temporary food facility unless otherwise required by the local fire department.*
- § Food storage and display:
 - ü *All food (including ice) and food containers **MUST** be stored inside the temporary food facility and off the floor on shelving or pallets.*
 - ü ***NO** open or unpackaged food may be stored or displayed at service counters*
 - ü *Condiments **MUST** be in single-service packets, pump-type containers, or squeeze containers*
 - ü *EXCEPTION: Supplies and non-potentially hazardous foods in unopened original commercial packaging may be stored outside the facility.*
- § Minimize bare hand contact with food. Use appropriate utensils such as tongs, food tissue, or disposable gloves whenever practical.

SAFE FOOD TEMPERATURES

- § A probe-type metal thermometer **MUST** be used if potentially hazardous foods are served. Clean and sanitize thermometer before and after each use.
- § All potentially hazardous foods **MUST** be maintained at required temperatures. Maintain temperature logs.

COOKING requirements:

Food **MUST** be thoroughly cooked to required minimum internal temperatures.

- § 165°F Poultry, stuffed meats, and other stuffed foods
- § 157°F Ground beef (hamburger)
- § 145°F Fish, eggs, and pork

RE-HEATING requirements:

- § 165°F Re-heat potentially hazardous foods before placing in a warming unit

HOLDING requirements for PROFIT facilities:

- § 45°F Cold potentially hazardous food or beverages **MUST** be maintained at or below 45°F.
Foods may be kept at this temperature for up to 12 hours in any 24-hour period. At the end of the operating day, these cold foods **MUST** be:
 - ü placed in a refrigeration unit within an approved facility and maintained at or below 41°F; or
 - ü destroyed in an approved manner.
- § 135°F Hot potentially hazardous food or beverages **MUST** be maintained at or above 135°F. At the end of the operating day, these hot foods **MUST** be either:
 - ü destroyed in an approved manner.
 - ü donated to a food bank.

HOLDING requirements for NON-PROFIT CHARITABLE facilities:

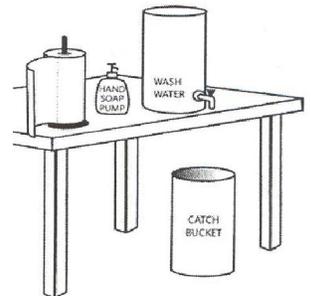
- § 45°F Cold potentially hazardous food or beverages **MUST** be maintained at or below 45°F at all times.
- § 135°F Hot potentially hazardous food or beverages **MUST** be maintained at or above 135°F at all times.

PLEASE NOTE . . .

Food handled improperly or held at unsafe temperatures may be condemned or destroyed by the Department of Environmental Health.

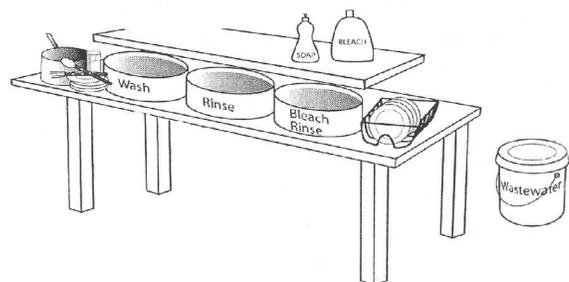
HANDWASHING

- § Facilities that handle unpackaged or open foods or beverages **MUST** provide handwashing facilities **INSIDE** the temporary facility.
- § All food handlers must wash hands frequently to prevent the contamination of food. This includes, but is not limited to, washing hands **BEFORE** handling food, **AFTER** visiting the restroom and **AFTER** using tobacco products.
- § Each facility **MUST** provide a gravity flow handwashing set-up consisting of:
 - ü a container – 2 gallons or more – with a spigot that can lock in the open position,
 - ü pump soap,
 - ü paper towels,
 - ü a catch bucket or tub for wastewater.
- § Hand washing facility **MUST** be checked frequently and refilled when needed.



UTENSIL WASHING AND SANITIZING

- § Facilities that handle unpackaged or open foods or beverages **MUST** provide utensil washing and sanitizing facilities **INSIDE** the temporary facility.
- § Utensil washing set-up includes three containers filled with potable water. Each container **MUST** be large enough to accommodate the largest utensil to be washed.
 - ü Container # 1 – **WASH** – with soapy water.
 - ü Container # 2 – **RINSE** – with clean and clear water.
 - ü Container # 3 – **SANITIZE** – with sanitizing solution. Replace water and add sanitizer whenever necessary.
 - ü Adequate space to air dry all utensils.
- § A sanitizing solution **MUST** be provided for cloths used to wipe spills on food contact surfaces.



- § Sanitizing solution may consist of 1 tablespoon household bleach for each gallon of water. Other approved sanitizers may be used.

OPEN-AIR BARBECUE AND DEEP FAT FRYING

- § Perimeter fencing **MUST** be provided to prevent public access to open-air barbecue or deep fat frying area.
- § Barbequing and deep-fat frying are allowed **OUTSIDE** an enclosed food facility.
 - ü *Prior to cooking, all food must be stored **INSIDE** an approved enclosed area.*
 - ü *Immediately after cooking, all food **MUST** be moved back to an approved **INSIDE** area for further preparation, hot holding, or service.*

WASTE

- § Wastewater – a container for liquid waste **MUST** be provided **INSIDE** each facility. All liquid waste **MUST** then be disposed of into approved containers (e.g., graywater bins) or the sanitary sewer.
- § Trash – a container for food waste, garbage, and refuse **MUST** be provided **INSIDE** each facility. All trash and food waste, garbage, and refuse **MUST** be stored in leak-proof containers and disposed of into dumpsters or garbage cans.
- § Grease – cooking or deep fat fryer grease **MUST** be disposed of in a safe and sanitary manner such as a tallow container.
- § Charcoal and briquettes **MUST** be disposed of in a safe and sanitary manner.

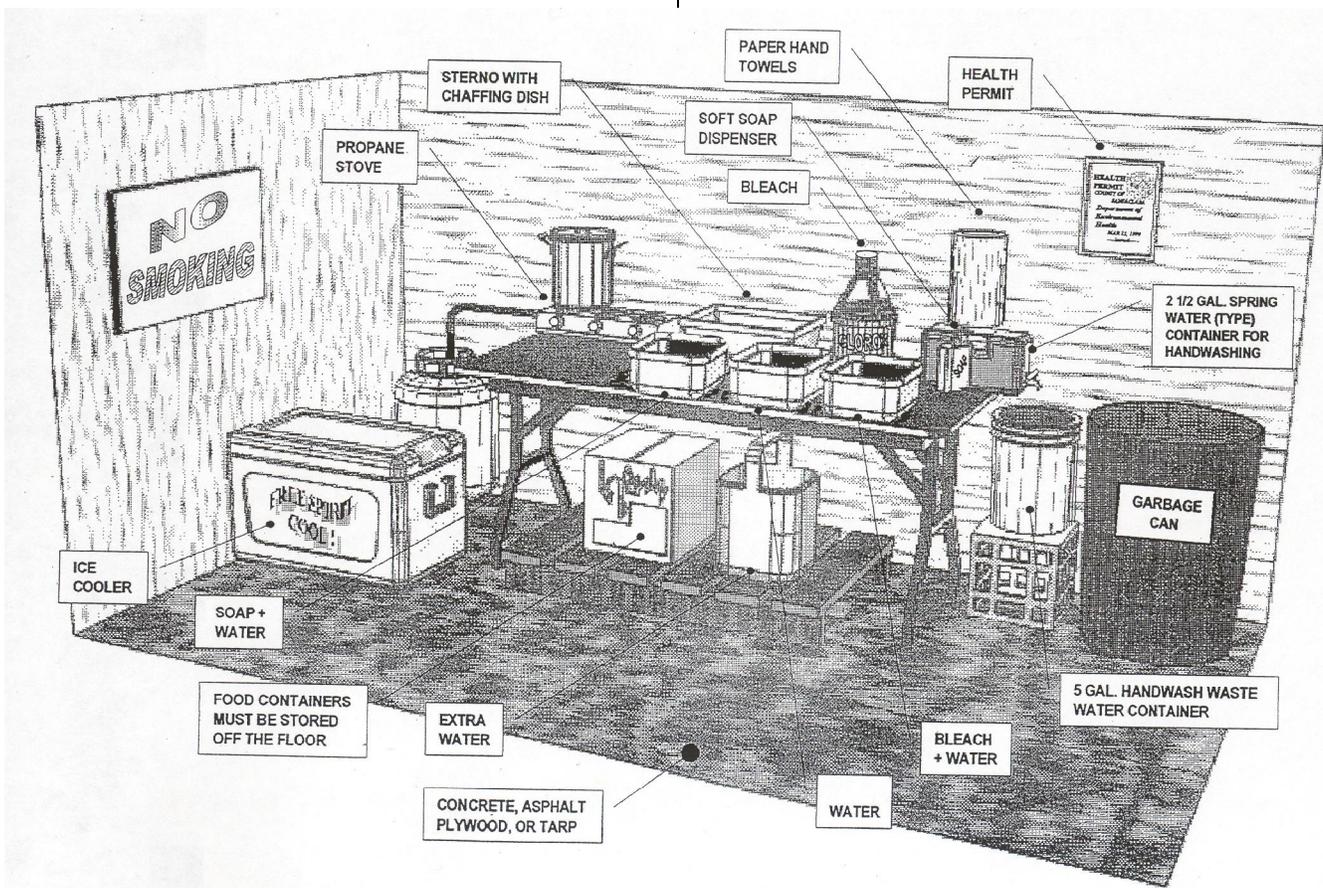
TOILET FACILITIES

- § Approved toilet facilities **MUST** be provided within 200 feet of each temporary food facility.
- § When portable toilets are used, they **MUST** be provided with an adequate number of handwashing stations equipped with both soap and paper towel dispensers.

ADDITIONAL REQUIREMENTS

- § An adequate supply of potable water **MUST** be provided from an approved source.
- § Beverage ice **MUST** be kept separate from ice used for cold-holding. Remember, ice is food.
- § Smoking is **NOT** allowed in temporary food facilities or barbecue areas.
- § All food handlers must wear clean clothing.
- § Live animals are **NOT** allowed in temporary food facility except for guide dogs, signal dogs, or service dogs.
- § Contact the local fire department regarding fire regulations and any necessary permits.
- § Post the Environmental Health Permit in your temporary food facility.

Contact the Department of Environmental Health at 408-918-3400 if you have any questions or concerns.





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EVENT ORGANIZER / COORDINATOR APPLICATION TO OPERATE A TEMPORARY EVENT

ALL REQUIRED APPLICATIONS MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO YOUR EVENT

Name of Event Location of Event

Date(s) of Event Event Start Time End Time

Organizer / Coordinator DBA

Mailing Address

City Zip

Daytime Phone

Cell Phone

Fax

Person(s) in Charge of Food Facilities on Each Day of Event:

Date Name Cell Phone

Date Name Cell Phone

Date Name Cell Phone

Alternate Contact Person

Cell Phone for Alternate Contact

Please Note: to facilitate compliance, person in charge of food facilities MUST be available to conduct a walk-thru inspection with DEH representative.

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. Additionally, the undersigned is aware that non-compliance may result in closure of temporary food facilities and may be subject to re-inspection fees.

Payment of the required fee to secure a valid permit is required before commencing or continuing operations. Failure to do so may result in a misdemeanor citation, permit suspension/revocation proceeding, and/or closure.

Application Must Include

1. A site plan showing proposed locations of all temporary food facilities, restrooms, garbage and wastewater disposal facilities, handwashing, and utensil-washing facilities.
2. A description of:
 - a) Potable water supply.
 - b) Toilet facilities (type, number and location):
 - § Indicate who will be responsible for maintenance during the event:
 - § If portable toilets are used, indicate frequency of servicing (e.g., emptied) during event
 - c) Handwashing facilities (public and vendor stations):
 - § Indicate who will be responsible for maintenance during the event
 - § Indicate frequency of servicing (e.g., refilled) during the event
 - d) Waste disposal methods:
 - § grease
 - § wastewater
 - § garbage and trash
 - § charcoal
3. List of all food vendors, including:
 - a) All food facilities – booths, carts, vehicles, refrigerated trailers etc.
 - b) Food equipment demonstrators
 - c) Vendors giving away food or beverage samples.
4. When available, provisions for providing required back-up supplies to booth operators; including, but not limited to:
 - a) Hand washing or utensil washing supplies.
 - b) Ice.

SIGNATURE OF ORGANIZER / COORDINATOR DATE

Complete checklist on other side.

FOR DEH OFFICE USE ONLY		# of Approved Facilities	
	FACILITY TYPE	BOOTHS	CARTS
APPROVED:			
DATE:	Non-Profit		
TOTAL FEE DUE:	Profit		
	Beverage		
AMOUNT RECEIVED:	Veterans Exempt		
	Annual Temp Event		

Indicate what the event organizer will be responsible for providing to the food vendors:

£ Food Booths

Food booths shall meet the following requirements:

- £ Fully enclosed booths with sides made of material which is 16-mesh screening or canvas.
- £ Ceilings are canvas and provide adequate overhead protection.
- £ Floor surfaces of food booths which are dirt or grass will be covered with approved tarps or plywood.
- £ Any lighting inside of food booths shall have shatterproof light bulbs or covers.
- £ Checked with Fire Department regarding food booth material.

Booth Rental Company _____

Common Areas

- £ Providing potable water or access to potable water.
 - ™ City municipal water (**NO RECLAIMED WATER SOURCES**).
 - ê Water hose shall be of food grade material (No garden hoses).
 - ™ Commercially purchased bottled water (have enough for back-up).
 - ™ Water well
 - ê Bacteriological water test for E. coli (water testing must not be older than three months).
 - ™ Commercial ice.
- £ Providing common utensil washing areas. One sink may be shared by no more than four food vendors that handle only unpackaged nonpotentially hazardous food, if the sink is centrally located and is adjacent to the sharing facilities. Must provide overhead protection of utensil washing sink.
- £ Providing common kitchen for food preparation and/or storage.
- £ Providing common refrigerator storage.

Waste Disposal Areas

- £ Food vendors have been notified of the location where they can dispose of their wastes.
- £ Providing garbage and trash dumpsters or access to dumpsters.
- £ Providing liquid waste containers.
- £ Providing grease waste containers.
- £ Providing metal waste container for spent charcoal.

Restrooms

- £ At least one toilet facility for each 15 employees shall be provided within 200 feet of each food booth.
 - ™ Each toilet facility shall be provided with hand washing facilities.
 - ê Who will be responsible for maintenance during the event _____
 - ê If portable toilets, indicate frequency of servicing. _____
 - ™ Portable toilet companies that provide portable hand washing facilities shall provide written notice that the portable hand washing facilities are washed and sanitized on a routine basis and that water tanks for hand washing facilities are filled and maintained with potable water. *Submit written notice with application.*
Portable Toilet Company _____

Additional documents to submit with application.

- £ A site map included with application showing proposed locations of all food vendors, restrooms, garbage and waste water disposal facilities, common hand washing and utensil washing facilities.
- £ A current list of all food vendors participating at the event.

Event Name: _____

Event Coordinator Name: _____



TO BE POSTED INSIDE FOOD BOOTH
Self-Inspection Checklist for Temporary Food Facilities

PRE-OPENING REQUIREMENTS: MUST BE COMPLETED BEFORE ANY FOOD PREPARATION OR FOOD DISTRIBUTION BEGINS

- £ Valid permit posted allowing operation of temporary food facility, as issued by the County of Santa Clara Department of Environmental Health.
- £ Approved supply of potable water provided.
 - ™ Commercially purchased bottled water, municipal water (*NO RECLAIMED WATER SOURCES*), OR approved well water (*requires prior evaluation of bacterial water test*).
 - ™ Minimum of 20 gallons/day for utensil and hand washing.
 - ™ Additional water may be needed for food preparation activities.
- £ **All booths:** cleanable floor (*grass or dirt MUST be covered with approved tarps or plywood*) and overhead protection.
- £ **Booths that handle open food shall have:**
 - ™ Window openings do not exceed 432 square inches. Minimum distance between window openings are not less than 18 inches. (*Fire Dept. has been contacted regarding additional requirements*)
 - ™ Fully enclosed booth with approved 16-mesh fly-screening or canvas on all sides.
- £ Hand wash station is set-up and ready-to-use inside booth.
 - ™ Approved water source, dispenser to have a spigot that can lock in the open position.
 - ™ Liquid soap in pump dispenser.
 - ™ Paper towels.
 - ™ Wastewater bucket.
- £ Utensil wash station is set-up and ready-to-use inside booth.
 - ™ 3 containers large enough to hold largest piece of equipment or utensil.
 - € Soapy water in 1st container.
 - € Clean water in 2nd container.
 - € Sanitizing solution in 3rd container. (*use 1 tablespoon of bleach for each gallon of water*)
- £ Enough equipment provided to hold ALL:
 - ™ Cold foods at or below 45°F.
 - ™ Hot foods at or above 135°F.

FOOD BOOTH STRUCTURE AND OPERATIONS

- £ Correctly constructed and large enough to accommodate all food and equipment. (*no food preparation is allowed outside*)
- £ Name of the booth (*not less than 3 inches high*), city, state, ZIP Code, and name of the permittee (*not less than 1 inch high*) to be displayed on side of booth.
- £ Shatterproof light bulbs or covers present over food preparation and food/utensil storage areas.
- £ Self-inspection checklist visibly posted inside booth.

- £ All open food stored inside facility and off the floor.
- £ All equipment and utensils approved for use.
 - ™ Made of safe material and easy-to-clean.
 - ™ No galvanized or enamel cookware or utensils.
 - ™ All utensils and cooking equipment are off the floor and inside facility. (*except BBQ and deep fat fryers*)
- £ BBQ and deep-frying cooking areas fenced off from public access.
- £ Live animals not allowed in booth or cooking areas.
- £ Restroom(s) located within 200 feet.
- £ Safe and sanitary method available to dispose of charcoal and briquettes. (*i.e. metal waste container*)
- £ Leak-proof containers provided for:
 - ™ Wastewater.
 - ™ Trash.
 - ™ Grease.
- £ Knows location of common waste disposal area.
- £ Sanitizing solution for wiping cloths provided. (*use 1 tablespoon of bleach for each gallon of water*)

FOOD PREPARATION AND HANDLING

- £ Food from an approved source – no foods stored or prepared in a private home. (*food invoices/receipts must be available at booth for specialist's review during inspection*)
 - ™ NO open food stored or displayed at service counters.
 - ™ Condiments in single-service, pump-type or squeeze containers.
- £ Calibrated probe-type metal thermometer provided.
- £ Required minimum cooking temperatures monitored. (*pork 145°F, ground meat 157°F, poultry/stuffed foods/reheat 165°F*)
- £ Utensils and disposable gloves provided to *minimize* hand/food contact.

EMPLOYEE HABITS

- £ Employees keep hands clean and wash hands frequently.
- £ Employees have no open sores or not affected with a disease in a communicable form.
- £ All food handlers are wearing clean clothing and hair is restrained if needed.
- £ No smoking allowed in food facility or fenced BBQ/deep-fat fryer area.

ADDITIONAL REQUIREMENTS

- £ Fire department has been contacted regarding any additional requirements.
- £ Department of Alcohol Beverage Control has been notified if alcohol is served.

SIGNATURE OF BOOTH OPERATOR COMPLETING CHECKLIST:

SUPPLIES CHECKLIST

This supply list has been prepared to assist in preparing for your event. It may not contain all items needed for your particular set-up. Please refer to *Requirements for Temporary Food Facilities in the County of Santa Clara* for additional information.

- Health Permit – must be posted onsite
- Booth – completely screened if handling open food
- Booth – floor covering for lawn or dirt
- Two or Three Tables for food preparation, utensil washing, etc. – table surface must be smooth and cleanable
- Shelving – store food at least 6 inches off the floor
- Probe-type metal food thermometer
- Cooking equipment
- Cold-holding equipment (e.g., refrigerator, clean ice chest)
- Hot-holding equipment (e.g., chafing dish, food warmer)
- Ice:
 - Ice for beverages (beverage ice MUST be kept separate from cold-holding ice)
 - Ice for cold-holding in ice chests
- Utensils (e.g., tongs, ice scoops, cutting boards)
- Disposable food service gloves
- Handwashing set-up:
 - Two drinking/spring water dispensers (minimum 2 gallons each)
 - Liquid handsoap in a pump dispenser
 - Paper Towels
 - catch bucket or tub (for wastewater)
- Utensil washing set-up:
 - Three containers – each large enough to accommodate the largest utensil to be washed
 - Dishwashing soap
 - Household bleach
- Extra Water – for both handwashing and utensil washing
- Waste containers (for use inside temporary food facility):
 - liquid waste (for ice melt, utensil washing, etc.)
 - trash (for paper and food waste, etc.)
 - grease (for both hot and cold grease waste)
 - charcoal and briquettes (if applicable)
- Perimeter fencing for open-air BBQ and deep fat frying areas (if applicable)
- Other:
.....
.....

TEMPORARY FOOD FACILITY TEMPERATURE LOG

Temperature Record and Initials of Person Checking Temperatures

FOOD ITEM		9 AM	initials	11 AM	initials	1 PM	initials	3 PM	initials	5 PM	initials	CORRECTIVE ACTION
	<i>cooking</i>											
	<i>holding</i>											
	<i>cooking</i>											
	<i>holding</i>											
	<i>cooking</i>											
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	<i>cooking</i>											
	<i>holding</i>											

COOKING

Food **MUST** be thoroughly **cooked** to required minimum internal temperatures.

- 165°F** Poultry, stuffed meats, and other stuffed foods
- 157°F** Ground beef (hamburger)
- 145°F** Fish, eggs, and pork

RE-HEATING

Food **MUST** be quickly **re-heated** before placing in a warming unit.

- 165°F** Required re-heat temperature for ALL potentially hazardous foods

HOLDING

ALL potentially hazardous foods **MUST** be **held** either COLD or HOT.

- 45°F** **Cold** potentially hazardous food or beverages **MUST** be maintained at or below 45°F.
- 135°F** **Hot** potentially hazardous food or beverages **MUST** be maintained at or above 135°F.



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DECLARATION OF NON-PROFIT STATUS

"Non-profit charitable temporary food facility" means either of the following:

- (a) A temporary food facility, as defined in CURFFL §113895, that is conducted and operated by a corporation incorporated pursuant to the Non-profit Corporation Law (Div. 2 [commencing with Section 5000], Title 1, Corp. C.), that is exempt from taxation pursuant to paragraphs (1) to (10), inclusive, and paragraph (19) of Section 501(c) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation Code.
(b) An established club or organization of students that operates under the authorization of a school or educational facility.

All such organizations operating non-profit temporary food facilities must:

- 1. Complete and sign this Declaration form.
2. Complete the Temporary Food Facility Application form and Food Information sheet (reverse side of Temporary Food Facility Application).
3. Provide required payment. Acceptable forms of payment include cash, check, cashier's check, or money order. All checks must be made payable to the County of Santa Clara.
4. Return all completed forms and fees to your event coordinator for transmittal to the Department of Environmental Health.

DECLARATION

OPERATOR Organization, Club, or Group Operating the Temporary Food Facility
Mailing Address
City State Zip
Tax ID Number Tax Exempt Status

RECIPIENT Organization, Club, or Group Receiving Proceeds from Food Sales
Mailing Address
City State Zip
Tax ID Number Tax Exempt Status

The facts showing entitlement to non-profit / charitable status are as follows (please attach photocopies of any relevant documentation):

[Blank dotted lines for providing facts showing entitlement to non-profit / charitable status]

"I declare under penalty of perjury that the foregoing is true and correct."

Signature of Authorized Officer of Organization, Club or Group Date

Daytime Phone

Cell Phone

Fax

FOR DEH OFFICE USE ONLY
APPROVED:
DATE: