

Holtville Chamber of Commerce's Christmas in the Park & Craft Fair Food Vendor Application

101 West 5th Street

Holtville, CA 92250

www.holtvillechamber.org

(T) 760-356-2923/(F) 760-356-2925

festivalcoordinator@holtvillechamber.org

December 21, 2017

The Holtville Chamber would like to invite you to join us in celebrating Christmas in the Park & Craft Fair. The festival will be along the Holt Park area. Event hours begin Thursday, December 21, 2017. Operational hours for food, craft & info booth vendors will be 5:30pm to 8:30pm, however, you may continue to provide food after. All food vendors will be placed on Holt Ave and in Holt Park, near other food vendors and entertainment area.

BOOTH SPACE

Booth spaces are reserved on a first-come, first-serve basis by December 15th. Food vendor applications will not be accepted beyond this date.

- Spaces will measure 10' by 10'. If you exceed your space, you will be charged immediately for an additional space.
- Vendors must provide their own set-up, including shade, canopy or covering, tables and chairs, etc.
- Location of spaces will be determined by the Holtville Chamber. Vendors will be notified of individually-assigned booth locations in advance of the festival.

FEES

Food Vendor Applicants: 10 x 10 space \$25.00; Health Department processing fee \$15.00. Vendor applications will not be processed until payment of \$40 is received in full.

To ensure proper clean-up, a separate check or money order of \$25 will need to be left as a security deposit. NO CASH WILL BE ACCEPTED for clean-up fee.

Payments:

- Rental and additional fees are accepted in the form of cash, check, or money order. Please make out checks/money orders out to the Holtville Chamber of Commerce. *An additional fee of \$25 will be applied to any returned checks.*
- Vendor(s) with an outstanding balance will not be accepted until all prior years' fees have been paid.
- Discounts will be applied to Health Department fees for all military active and non-active members.
- **An accepted application is a commitment to the event. NO REFUNDS will be issued after December 15th for cancellations.**

GENERAL RULES & REGULATIONS

- The Holtville Chamber will process Health Department forms. Vendors with an active food permit, must provide a copy with your application.
- Vendors must be present at their booths throughout the event to exhibit their product personally.
- Vendors may only operate/sell within your assigned space.
- Vendors may only sell menu items approved by The Holtville Chamber committee. Products cannot be changed upon approval. Violators will be removed immediately. **Coffee, Hot Chocolate, and water will only be sold by the Holtville Chamber of Commerce. No other vendor will be allowed to sell these items.**

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Business/Organization Name _____ Applicant Name _____

Mailing Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Email Address _____

What contact method do you prefer? _____

Non-Profit I.D. Number _____

One Day Rental _____

Please provide a description of ALL produce

Applicant Signature _____

Print Name _____

Submit application and fees to: Holtville Chamber of
Commerce
101 West 5th Street
Holtville CA 92250

CHAMBER USE ONLY

Received: _____ Amount: _____ Days: _____

Cash: _____ Check #: _____ Receipt #: _____

Received by: _____

- The Holtville Chamber reserves the right to refuse any vendor from setting up their booth until all requirements are met. In the event a vendor refuses to conform to the rules/requirements the vendor may be asked to leave with no refunds granted.
- All vendors work at their own risk. NO responsibility can be assumed, and no insurance will be provided.

REGISTRATION, SET-UP & PARKING

Prior to set-up, vendors will need to check-in with a chamber representative. A chamber representative will be available during the day for your convenience.

Vendors will be able to set up Thursday at 4:00pm. There is NO SECURITY in the park. The Holtville Chamber will not be responsible for any loss. Tear down and clean-up starts at 8:30pm unless changed by the Chamber staff that evening. **All clean-up must be completed by 9:15PM on Thursday 12/21/17.**

- All vendors will be located inside the park.
- Drop-off for loading and un-loading will be allowed during set-up/tear-down time only.
- Vendor parking will available one block away from the park.

I acknowledge that I have read and fully understand all stated information pertaining to the food vendor applicating and sale of edibles for the 2017 Christmas in the Park & Craft Fair. I agree to abide by all event rules and health regulations, as well as any other local and state laws noted in this document. I also agree to hold the Holtville Chamber and Festival harmless for any claims arising from the service of any applicable and approved food products.

Business/Organization Name _____ Authorized Applicant's Signature _____ DATE _____

Application for a Temporary Food Facility Permit

Applications must be submitted at least (2) two weeks before the day of the event. Failure to submit within the required time frame may result in denial of your permit application. Applications submitted after the 2 week deadline may be accepted along with the submittal of a late processing fee of \$75. Each booth must complete a permit application.

BACKGROUND

The California Health and Safety Code, Sec. 114387 requires a Temporary Food Facility (TFF) Permit of any person or organization that is providing food at a public event. All food vendors, including existing restaurants, are required to apply for a Temporary Food Facility Permit when participating in a temporary event.

A TFF permit is valid for one single food booth only. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location. Separate applications must be submitted. The **original** permit must be posted in the booth at all times, photocopies will not be accepted. If a vendor will be operating at more than one event in Imperial County on the same day, each location must also be permitted separately. This applies to all TFF permit types, including single and multi-event.

REQUIREMENTS

Refer to the California Retail Food Code (CalCode), Chapter 11 (Health & Safety Code, Sections 114335 to 114363) for Temporary Food Facility requirements. **Temporary Food Facilities must also meet all applicable requirements in CalCode Chapters 1 to 8, inclusive, Chapter 12.6, and Chapter 13, unless specifically exempted.**

NEW PERMITS

- Submit a complete "Application for Temporary Food Facility Permit" and applicable fees.
- Applications and fees for the 1-4 consecutive day permit must be submitted to the event organizer.
- Applications and fees for the 5-15 and 16-25 consecutive day permit must be submitted directly to this department.
- If approved, the "Temporary Food Facility Permit" will be issued by the Division of Environmental Health or distributed through your Event Organizer.
- Applications for Multi-Event Permits (6-month) must include a Commissary Agreement Letter (attached) only for vendors who are selling or giving away nonprepackaged food and/or processing food. The applicant must provide for each event a minimum of 20 gallons of potable water, container for collecting wastewater and shall comply with the fully enclosed booth requirements. This only applies to vendors providing nonprepackaged foods and/or conducting food processing.
- Applications for Multi-Event Permits (12-month) must include a Commissary Agreement Letter (attached) and evidence of a Food Safety Certificate only for vendors who are selling or giving away nonprepackaged food and/or processing food. Applicants must provide for each event a minimum of 20 gallons of potable water, container for collecting wastewater and shall comply with the fully enclosed booth requirements. This only applies to vendors providing nonprepackaged foods and/or conducting food processing.
- The **original** permit must be posted in the booth when open for business.

EXISTING PERMIT HOLDERS

If you already have a valid 6-month or 12-month "Temporary Food Facility Permit" issued by this department, please do the following:

- Provide the Event Organizer with a photocopy of your permit at least 2 weeks prior to the day of the event. Existing permit holders may be accepted less than two weeks prior to the event with the submittal of a late fee.
- The **original** permit must be posted in the booth when open for business, photocopies will not be accepted.

NON-PROFIT CHARITABLE ORGANIZATIONS

- A permit application is required.
- Submit proof of nonprofit status: Federal IRS 501 (c)(3) is the standard letter.

MOBILE FOOD FACILITY VENDORS

- Permitted mobile food facility vendors may operate at Temporary Events without additional permits if operating within mobile unit.
- **If a booth is set up and a mobile food facility vendor is operating within a booth instead of within the mobile unit, an additional Temporary Food Facility Permit must be obtained. Complete this application.**
- Provide the Event Organizer with a photocopy of your valid permit two weeks prior to the event; keep original permit onsite when open for business. Existing permit holders may be accepted less than two weeks prior to the event with the submittal of a late fee.

QUESTIONS

If you have questions regarding Temporary Events, please contact the Division of Environmental Health at (442)265-1888, Monday through Friday, 8AM-12PM & 1PM-5PM, holidays excluded. You may also visit our website at www.icphd.org

Imperial County Public Health Department, Division of Environmental Health
797 Main Street, Suite B, El Centro CA 92243
Phone: (442) 265-1888 Fax: (442) 265-1903
www.icphd.org

Application for a Temporary Food Facility Permit

Temporary Food Facility Operator Information

Name of temporary food facility:			
Mailing Address:	City:	State:	Zip Code:
Name of temporary food facility operator (person-in-charge):			Contact Number:
E-mail address of temporary food facility operator:			Fax Number:

Temporary Food Facility Classification, Please Check One: **1-4 consecutive day permit, \$10.00** (For-profit and Non-profit)

5-15 consecutive day permit, \$116.00 (For-profit) **5-15 consecutive permit, \$58.00** (Non-profit - 501 (c)(3) or equivalent)

16-25 consecutive day permit, \$154.00 (For-profit) **16-25 consecutive day permit, \$77.00** (Non-profit - 501(c)(3) or equivalent)

Event Information For Above Consecutive Day Permits

Name of event: Christmas in the Park & Craft Fair	Date(s) of the event: December 21, 2017
Site address of event: Holt Park, 507 Holt Rd, Holtville, CA 92250	
Event organizer: Holtville Chamber of Commerce	
Event organizer contact person: Anita Martinez and/or Raquel Zinn	Contact Number: 7603562923
List the date(s) intended to operate at the event: December 21, 2017	
Have you participated in events within the current calendar year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times? 1	

Multi-Event Permits (Please Check One)

<input type="checkbox"/> 6-month permit, \$217.00 (For-profit - unpackaged foods and/or food processing)	<input type="checkbox"/> 6-month permit, \$130.00 (For-profit - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> 6-month permit, \$108.00 (Non-profit - 501(c)(3) or equivalent - unpackaged foods and/or processing)	<input type="checkbox"/> 6-month permit, \$65.00 (Non-profit - 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> 12-month permit, \$434.00 (For-profit - unpackaged foods and/or food processing)	<input type="checkbox"/> 12-month permit, \$261.00 (For-profit - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> 12-month permit, \$165.00 (For-profit - 501(c)(3) or equivalent - unpackaged foods and/or food processing)	<input type="checkbox"/> 12-month permit, \$130.00 (Non-profit - 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)

Veteran's Fee Exemption
Attach copy of honorable discharge form or other evidence of honorable release from US Armed Services

Non-profit Charitable Organization (*If Nonprofit, provide IRS Exempt Registration # _____)
Name and address of non-profit organization: _____
A copy of the 501(c)(3) letter must be included with application. Is the letter included? Yes No

All proceeds will be donated to a non-profit organization
Name of non-profit organization: _____

Name of person-in-charge of non-profit organization: _____ Contact number: _____

***Late Fee -** Submittal processing fee of \$75.00 plus permit fee if submitted less than 2 weeks prior to event start date.

Are you submitting your application less than 14 days prior to event start date? Yes No
If yes, please include a \$75.00 late fee to the total amount due. Total Amount Due _____

Temporary Food Facility Proposed Operation

List all foods to be provided to the public (sold or given away) including beverages, condiments, ice, alcohol, and prepackaged foods.

Where are foods including beverages, condiments, ice, alcohol, and prepackaged foods going to be purchased (food must be purchased from an approved source)?

** Please retain receipts of purchase during the event.

Where are foods going to be prepared, handled, or served? Check applicable box(s):

- Foods and/or beverages will be prepared/served within the temporary food facility.
- Foods will be prepared/served/handled at an approved, permitted commercial kitchen facility.

Name of commercial facility: _____

****Complete form titled Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event or Commissary Letter of Agreement and submit it with application if temporary food facility operators will prepare/server/handle-foods at a permitted commercial kitchen.**

- Baked goods, such as cookies, cakes, cupcakes will be prepared at home (only non-profit organizations)
- No food preparation will be done, temporary food facility will handle prepackaged food and/or beverages.

if nonprepackaged foods will be handled, please check the type of hand-washing facility to be provided:

- A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels.
- A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels.
- A five (5) gallon gravity flow container with a valve that remains open, liquid hand soap, single use paper towels, and a container for waste -water holding

if food preparation or serving will be done within the temporary food facility, please check the method to be provided for the handling of dirty utensils:

- A stainless steel, three-compartment sink with two (2) drainboards.
- Three (3) water tight containers. First container providing clean water and soap, second container providing clean rinse water, and third container providing water and sanitizer (1 tablespoon of bleach per 1 gallon of water).
- Extra clean utensils to be provided in a water tight container (with a lid) and a second water-tight container (with a lid) for the storage of dirty utensils.

If highly perishable foods are to be handled, please check the type of temperature holding equipment to be provided:

Cold Holding Equipment:

- Ice chests Freezers Refrigerated trucks Other approved equipment: _____

Hot Holding Equipment:

- Grills/Barbecues Portable electrical stoves Gas propane operated equipment
- Chafing dishes Electric slow cookers Steaming table
- Heat lights Other approved equipment: _____

How will wastewater generated from food operation be collected and disposed?

- Wastewater will be collected in water-tight receptacles and disposed at the event through a sanitary sewer system.
- Wastewater will be collected in water-tight receptacles and disposed through a sanitary sewer system outside event premises.

**Disposing wastewater on the ground is prohibited.

How will garbage generated from food handling be collected and disposed?

What will be the source of potable water utilized for hand-washing, utensil washing, and general cleaning purposes?

Temporary Food Facility Set Up Description

If nonprepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling nonprepackaged food, a fully enclosed booth shall be required. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and minimum of one (1) service window to dispense food from of approximately 1ft x 1ft.

Check the materials to be utilized to construct the food booth:

- Canvas Fine mesh screening Plastic Wood Other approved material: _____

Check the materials to be utilized for food booth flooring:

- Concrete Smooth wood Asphalt
 Clean tarps Foam floors Other approved flooring: _____

Sketch a floor plan below or attach a floor plan indicating the proposed layout of the cold/hot holding equipment, food preparation tables, food/potable water storage, utensil washing/extra clean utensil storage, trash receptacles, wastewater holding containers, and hand-washing facilities. An example of a floor plan is located on page 5.

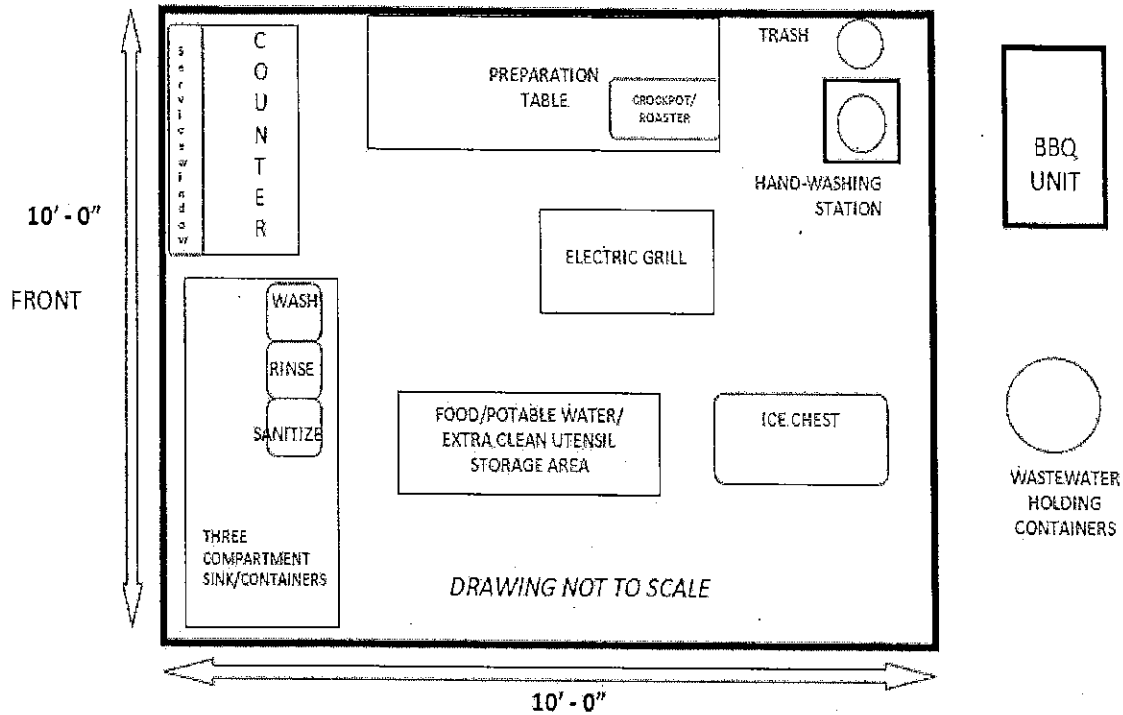
Please read the following statement and then sign and date below.

I am familiar with the operational requirements for temporary food facilities and will comply with all legal requirements. I understand that any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to this permit issued by Imperial County Division of Environmental Health.

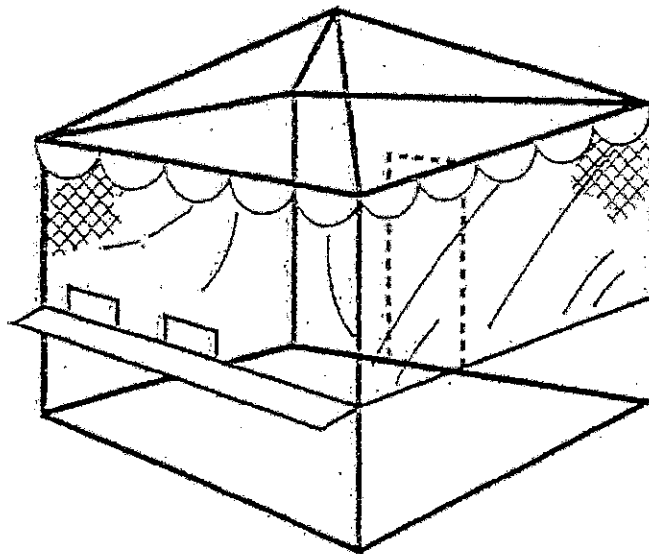
Print Name of Applicant for Temporary Food Facility Permit	Date
Signature of Applicant for Temporary Food Facility Permit	Title

For Office Use	Application: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected By: _____ Date: _____	FA# _____	Invoice #:
Date	Amount	Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Check/Trans#
			Received By:

Temporary Food Facility Floor Plan Example



If nonprepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling nonprepackaged food, a fully enclosed booth shall be required. A fully enclosed booth will be required for multi-event permit vendors who are selling or giving away nonprepackaged food and/or processing food. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and a minimum of one (1) service window used to dispense food from must not be greater than 1ft x 1 ft.



To obtain detailed information about existing requirements and standards for temporary food facilities, please refer to the Operators Guide.

**FOOD FACILITY AUTHORIZATION TO USE
AN APPROVED KITCHEN FOR A TEMPORARY FOOD EVENT**

All food, beverages, and condiments provided to the public at community events shall be prepared within a food booth or an approved kitchen facility. Approved kitchen facilities are commercial kitchens that have an annual permit issued by Environmental Health; such kitchens are designed and equipped for retail food preparation. If your organization is preparing foods before the event at approved kitchen facility, please complete the following and submit it in conjunction with the **APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT** two (2) weeks before the event.

Home-prepared foods or foods prepared at non-approved kitchen facilities are not allowed. If your organization does not have an approved kitchen facility, but has a kitchen and will like to have it approved, please contact our office for further information.

Community Event and Temporary Food Facility Information

Name of community event: _____ Date(s):

Name of food booth: _____

Name of food booth operator (person-in-charge): _____

Contact phone number: _____ E-mail address: _____

Approved Kitchen Facility and Operator Information

Approved kitchen facility name: _____

Site address of approved kitchen facility: _____ Phone number: _____

Name of kitchen facility operator: _____ Position: _____

The Following is to be Completed by the Approved Kitchen Facility Operator Offering use of Kitchen Facility:

I hereby allow the above listed operator to use my kitchen facility for preparation and storage of foods, and sanitation of equipment. The kitchen may be used on the following dates and times:

Date(s): <input style="width: 95%; height: 30px;" type="text"/>	Time (s): <input style="width: 95%; height: 30px;" type="text"/>
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Print Name of Kitchen Facility Operator

Signature of Kitchen Facility Operator

Date

Commissary/Headquarters Letter of Agreement

Temporary Food Facility applications for Multi-Event Permits (6-month and 12-month) must include a Commissary Agreement Letter and evidence of a Food Safety Certificate only for vendors who are selling or giving away nonprepackaged food and/or processing food.

Applicant Information

Permit Name: _____

Permit Owner: _____

Permit Mailing Address: _____

Phone #: _____ Fax #: _____

Permit #: F- _____

Commissary/Headquarters Letter of Agreement

This section to be completed by the Commissary/HQ and renewed annually.

Commissary/Headquarters Name: _____

Owner Name: _____

Address: _____

Phone #: _____ Fax #: _____

Commissary Permit #: _____

Mr./Ms. _____ has my permission to use my health regulated business located at _____

_____ for the purpose of establishing a Commissary/Headquarters for their temporary food facility operation. This permission includes the use of the premises for food preparation that is not conducted at the event, and the storage of food and equipment.

Print Name

Signature

Date