

Event Toolkit

EXPLORE
ELK GROVE



(916) 512-8211



Info@ExploreElkGrove.com



ExploreElkGrove.com



9045 Elk Grove Blvd, Ste 102
Elk Grove, CA 95624

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Explore Elk Grove's Services

Allow us to be your one-stop-shop for your hotel and special event needs. Our experienced team will collaborate with you through the entire planning process from start-to-finish.

Services include:

- Venue research, proposal collection and assistance with contracting
- Hotel selection and housing assistance
- Site visit coordination
- Local public relations
- The formation and facilitation of a Local Organizing Committee
- Economic impact calculation (pre and post event)

Get Started!

Michelle Mohsenzadegan, Sales Manager

✉ Michelle@ExploreElkGrove.com

☎ (916) 512-8211



(916) 512-8211



Info@ExploreElkGrove.com



[ExploreElkGrove.com](https://www.exploreelkgrove.com)



9045 Elk Grove Blvd, Ste 102
Elk Grove, CA 95624



EXPLORE ELK GROVE BOOKING INCENTIVE PROGRAM

A SPECIAL EVENT DESTINATION

Plan your next special event Elk Grove and you could qualify for grant funding through our Booking Incentive Program.

As we promote Elk Grove as an ideal venue for special events, meetings, and sports travel, we offer booking incentives to help your bottom line, add value to your event and deliver additional amenities for your attendees. This program aims to foster events that contribute to the community's economic, social, and health well-being, encouraging repeat visits.

HOW TO APPLY & LEARN MORE



Contact the Explore Elk Grove team to learn more and start planning your event, or complete the booking incentive application by scanning the QR code.

BOOKING INCENTIVE QUALIFICATIONS

Elk Grove supports special events, meetings, conferences, and athletic events. Funding decisions by Explore Elk Grove consider economic impact, confirmed room nights, media coverage, and marketing opportunities.

Specific criteria must be met for both financial and in-kind grants:

1. Event housing must be in Elk Grove.
2. Hotel room nights must be blocked with Explore Elk Grove.
3. Recognition of Explore Elk Grove included on all printed material, the organization's website with link, official program and all public relations activities for the event.
4. Applications due at least (3) months before the event. Financial grants post-event, based on room nights, media coverage, and sponsorship fulfillment.

Resources, Permits & Local Tips

City of Elk Grove

If you are planning to host an event or festival in the City of Elk Grove, you may be required to apply for one or more City permits to legally operate your event as well as permits from other agencies. Permit fees vary. Applications require submittal **60 days** prior to the event.

Event Site Selection

If you intend to host your event at a location within the City that is not specifically licensed to host events, you will need to apply for a Temporary Use Permit (page 13).

Submit the permit to:

City of Elk Grove Planning Department
City Hall (8401 Laguna Palms Way)

Fees:

\$1500 or \$50 for tax exempt organizations

Public Works Department

pwpermits@elkgrovecity.org

(916) 478-2256

elkgrovecity.org/departments-and-divisions/public-works

The Elk Grove Public Works Department is responsible for the overall direction and coordination of many activities and functions within the city. These responsibilities include designing, constructing, operating and maintaining the city's road network and drainage systems as well as the management of the city's solid waste (trash). The Department's goal is to offer city residents the highest level of service possible.

A **Street Use Permit** - "Special Event" is required when residents or businesses want to temporarily limit access or close a public street for a special event (i.e. homecoming events, running events, dances, music festivals).

Complete the Street Use Permit Application (page 18) and submit to Public Works Department.

Please allow 60 calendar days for processing.



Contact Explore Elk Grove to assist in connecting you with local resources for your event.

Resources, Permits & Local Tips

Cosumnes Fire Department

916-405-7100

eplan@csdfire.com

Inspection Direct Line: 916-405-7117

10573 E. Stockton Blvd., Elk Grove, CA 95624

Special Event Permits

It may be necessary to submit plans to the Cosumnes Fire Department for your upcoming special event, such as a fair, festival, carnival, wedding, ceremony, or special business / retail event. Any party looking to hold a special event shall follow the required permitting and event guidelines put into place by the Cosumnes Fire Department.

4 Steps to Plan Review, Approval, and Inspections

- All questions related to the plan review process can be emailed to Fire Prevention Division at yvonnemendoza@cosumnescsd.gov

Step 1: Electronic Plan Submittal

- Create an account for the online [portal](#) the first time visiting the site - [How to for Customers - Overview \(PDF\)](#)
- Complete the online application and upload documents
 - [How to for Customers – New Construction \(PDF\)](#)
 - [How to for Customers – Solar \(PDF\)](#)
 - [How to for Customers – Burn Permits \(PDF\)](#)
 - [How to for Customers – Special Events \(PDF\)](#)
 - [How to for Customers - Fireworks Booth \(PDF\)](#)
 - [How to for Customers – Knox Applications \(PDF\)](#)
 - [How to for Customers – Certificate of Occupancy and Fire Hydrant Testing \(PDF\)](#)
 - [How to for Customers - AMMR \(PDF\)](#)

Step 2: Pay Fees

- Each permit workflow will end with the Customer paying fees. Fees must be paid prior to plans being reviewed.
 - [How to for Customers – Pay Fees \(PDF\)](#)
 - [2024 Cosumnes CSD Book of Fees \(PDF\)](#)

Step 3: Track Application Status in the Portal

- Track permit applications through the phases: application, review, inspection, and completed.
- Utilize the [portal](#) to make Requests for time extensions, meetings, revisions, etc. For more information, check out [How to for Customers - Requests \(PDF\)](#).

Step 4: Request Inspections

- Complete the online form at www.cosumnescsd.gov/FormCenter/Fire-Department-5/Request-for-Hydro-or-Final-Insepction-136 to [Request for Inspections](#)

*Special events that also have tents greater than 400 square feet, stages or large special event structures, fireworks, and other similar components may need to submit for a permit separately from the special event permit. Multiple permits may be necessary for the same event. Contact Cosumnes Fire Department for more information.



Contact Explore Elk Grove to assist in connecting you with local resources for your event.

Resources, Permits & Local Tips

Police Department

Events that include the sale of alcohol must apply for a Liquor License through the California Department of Alcoholic Beverage Control (ABC) . These applications require approval by the local law enforcement agency. Contact ABC for the correct license for your event type.

Submit to:

Elk Grove Police Department
Attention: Officer J. Nijjar
jnijjar@elkgrovedpd.org
8400 Laguna Palms Way, Elk Grove, CA 95758
916-639-6831

Once your application has been approved, you will need to return it to the Department of Alcoholic Beverage Control (ABC).



Environmental Management Department

11080 White Rock Rd Suite 200, Rancho Cordova, CA 95670
916-875-8484
emd.saccounty.gov/

"Community Event" is defined in the California Health and Safety Code section 113755 as an event that is of civic, political, or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by the local enforcement agency.

Vendors selling food at community events are required to have a health permit. In most cases, permits are obtained by the event organizer.

The event organizer must complete the Temporary Food Facility Organizer's Packet (page 23) and the Permit to Operate a Community Event (page 22) The organizer must disperse the Temporary Food Facility Operator's Packet (page 27) to the participating food vendors. This application packet must be submitted to the EMD at least **two weeks** prior to the event. For those that choose to host events more than a single weekend, complete the Multi-Event Vendor annual option (page 29) instead of the Temporary Food Facility permit.



Contact Explore Elk Grove to assist in connecting you with local resources for your event.

Resources, Permits & Local Tips

Trash & Recycling

Republic Services

rrobinson@republicservices.com

(916) 425-0553

RepublicServices.com

8642 Elder Creek Rd, Sacramento, CA 95828

Event organizers must submit a [Request for Republic Services Application](#) (page 44) based on the criteria below.

Provide Recycle, Organics And Garbage Containers For Events

- Subscribe to waste collection service sufficient to contain the waste generated by your event.
- Provide waste stations in convenient locations for recycle, organics, and garbage separated by event employees, vendors, and attendees. Download and print posters for recycle, organics and garbage containers.
- No standalone containers are permitted.
- Remove or cover all public litter cans throughout event area so they can't be used.

Practice Zero Waste Purchasing

- Use reusable, recyclable or compostable containers.
- Provide condiments (e.g., sugar, ketchup, mustard, salad dressing) in bulk instead of in individual packages and servings.
- Limit single-use water bottles. Note: these bottles are prohibited at City sponsored events.

Waste Station Guidelines

Recycle, organics, and garbage containers must be placed directly next each other. If possible, provide waste station monitors to ensure proper sorting. Place containers side-by-side in same order for each station (example: blue, green, black). Place waste stations in visible, high traffic areas that do not conflict with the Fire Marshall's requirements (i.e., entrances, exits, bathrooms, etc.). Use appropriate signage on all waste station containers. Download and print posters for recycle, organics and garbage containers.

Edible Food Requirements

Per California's Short-Lived Climate Pollutant Reduction Strategy (SB1383), certain large events* will be required to donate leftover edible food generated by event food vendors.

* "Large event" means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event.

Key Contacts

Explore Elk Grove

Michelle@ExploreElkGrove.com

(916) 512-8211

9045 Elk Grove Blvd, Ste 102

Elk Grove, CA 95624

Alcohol Beverage Control

Sacramento@abc.ca.gov

(916) 419-1319

2400 Del Paso Road, Suite 155

Sacramento, CA 95834

Cosumnes Fire Department

eplan@csdfire.com

916-405-7100

Inspection Direct Line: 916-405-7117

10573 E. Stockton Blvd.

Elk Grove, CA 95624

CSD Parks & Recreation

Elizabeth Rhoan

ElizabethRhoan@CosumnesCSD.gov

(916) 405-5334

Elk Grove Police Department

Hannah Gray

hgray@elkgrovepd.org

(916) 478-8000

8400 Laguna Palms Way

Elk Grove, CA 95758

Public Works

pwpermits@elkgrovecity.org

(916) 478-2256

elkgrovecity.org/departments-and-divisions/public-works

Republic Services

rrobinson@republicservices.com

(916) 425-0553

RepublicServices.com

8642 Elder Creek Rd

Sacramento, CA 95828

Sacramento County Environmental Management Department

Monica Boatright

BoatrightM@saccounty.gov

emd.saccounty.gov/

Sacramento County Planning & Environmental Department

planning-applications@saccounty.gov

planning.saccounty.net

827 7th St, Room 225

Sacramento, CA 95814

As the official tourism marketing organization for the City of Elk Grove, CA, Explore Elk Grove's mission is to create and deliver value to its stakeholders including visitors, the tourism industry, the community and local government. Our vision is to elevate the assets we have, uncover opportunities that drive economic impact, and enhance the quality of life for our community and visitors alike.

As such we take pride in marketing Elk Grove as a conference, meeting, special event, festival, and sports destination, thus enhancing the quality of life in Elk Grove through tourism.

Events considered for booking incentives include but are not limited to festivals, special events, meetings, and sporting events. These events must be planned, presented, and played in Elk Grove or in close proximity with confirmed room blocks in Elk Grove. When awarding incentives, the Explore Elk Grove Board of Directors places emphasis on economic impact, confirmed room nights, media/ TV coverage and overall economic impact.

The following criteria must be met to qualify for any incentive (both financial and in-kind):

1. Housing listed and/or promoted for the event must be located within Elk Grove.
2. Event must show proof of insurance with a minimum of \$1,000,000 in coverage for said event and naming Explore Elk Grove as additional insured.
3. Hotel room nights must be confirmed with the return of:
 - Room Forms
 - Explore Elk Grove Official Housing Room
4. Recognition of Explore Elk Grove must be included where appropriate on all printed material, the organization's website with reciprocal link, official program and referred to in all public relations activities for the event.
5. Booking incentive application must be completed and returned to Explore Elk Grove no later than three (3) months prior to the event start date. All financial grants will be awarded after the event and upon confirmation of economic impact, room nights, media coverage earned, and sponsorship opportunities to Explore Elk Grove that have been fulfilled. Funding will not be awarded until a W-9 has been completed, signed and is on file in the Explore Elk Grove office.

Name of event

Event start date

Event end date

Contact

Address

City

State

Zip

Daytime phone

Cell Phone

E-mail address

Website

EVENT SUMMARY

Event description (special, national, regional, adult, collegiate, youth, etc.)

Host organization

Organization description (include date organization was established)

Location

Admission

Scheduled times

Type of event (annual, championship, qualifier, etc.)

Age of participants

Governing body affiliated with event

Regional Qualifier Yes

No

OTHER

Non-profit organization	Yes	No
Tax ID or SSN no.		
Liability insurance	Yes	No
Name of carrier		
Has venue/facility been secured	Yes	No
Facility(s)		
Facility contact name		
Contact phone		

LODGING

If funding is provided to the event by Explore Elk Grove, event planner must only promote accommodations in Elk Grove lodging district. If room night demand exceeds availability, exceptions will be made.

Anticipated number of attendees ParticipantsSpectators

Have you contacted area lodging?YesNo

If yes, which lodging

Can the Explore Elk Grove sales department assist in securing lodging? Yes No

Number of room nights no. of roomsno. of nightstotal room nights

Please attached room night history of the event or provide below.

Date Hotel and contact nameRoom nights (#rooms x #nights)

Please attach prior year Economic Impact Report.

FUNDING

Amount of funding requested \$

Intended use of funds

Have you received a booking incentive from Explore Elk Grove in the past? Yes No If yes,
include amount, name of event, and year received:

Community support and other sources of funding:

Please list any city, county or other cash contributions from public entities for this
event (include amount and source)

Please outline any in-kind support from the community that has been committed for
this event (donated, facilities, volunteer/staff support, city/county services, etc.)

MARKETING

Are you partnered with any businesses for this event? YesNo

Are you soliciting businesses for any of the following (check all that apply)
SponsorshipProgram AdvertisingSignageOther

What is the overall event plan (include schedules, competition specifics, special events)

What plans have been made for promotion/marketing of the event

Is there media coverageYesNo

If yes LocalRegionalNational

What type of coverageTVSocialOther

Where

EVENT HISTORY

Previous event dates

Previous event organizer

Name

Phone

E-mail

SPONSOR BENEFITS

Explore Elk Grove requests representation at each event through signage, bag inclusion, tables, etc. Sponsorship opportunities during your event for Explore Elk Grove are available through:

Media Social At Event Other

Authorized signature of applicant

Date

Title

Please attach W-9 along with completed application and submit to aaryn@exploreelkgrove.com. If you have any questions please contact Aaryn Val, Executive Director at 916-512-8211.

All grants are reviewed, and approved prior to the event, but are awarded on a performance basis. Grant approval, and grant funding may not equal the same amount.

Grant funding will be awarded once event is complete, room night forms have been returned, and W-9 form is on file.

Initial

(916) 512-8211

9401 E Stockton Blvd #230
Elk Grove, CA 95624

ExploreElkGrove.com

TEMPORARY USE PERMIT

APPLICATION GUIDE AND INSTRUCTIONS

AN ENTITLEMENT SUBJECT TO ZONING ADMINISTRATOR'S APPROVAL

Overview

A Temporary Use Permit (TUZ) is required for certain temporary uses and events in the unincorporated Sacramento County.

All temporary use requests are subject to the discretion of the Zoning Administrator, and therefore may be approved or denied based on its compliance with Section 3.10 of the Sacramento County Zoning Code (SZC).

Upon the grant of a TUZ, written verification will be issued to the applicant specifying the details of the grant and any applicable conditions (**SZC 6.5.7.A**).

Examples of uses that may require a TUZ include but are not limited to:

- Concession stands
- Seasonal or promotional display
- Banners
- Farmers' markets
- Temporary events (e.g. festivals, concerts)
- Temporary construction/sales buildings

Submittal Requirements

Below is a list of materials required for a complete TUZ application submittal. The required materials and the flat fee of **\$270.66** must be provided upon submitting the application.

1. Completed TUZ application form.
2. Signed statement by property owner granting permission to use the site. This statement must be signed by the property owner or by the lessee. In the case where a lessee is granting permission, a copy of the lease must accompany this application. Dates of period of time for which the permission is granted must be specified.
3. Site plan showing the following:
 - ☐ Existing development
 - ☐ Proposed location(s) for requested use
 - ☐ Equipment to be used
 - ☐ Driveways and distance from proposed use from the future right-of-way of adjacent streets.
 - ☐ Site plans for signs must identify locations of all signs, flags, banners, etc. on the property; as well as the proposed design and layout to be displayed on the signs.

Additionally, all of the application material must also be submitted on a CD/Flash Drive, with one (1) digital copy of each item saved separately in PDF format. The application forms as well as the fee information can be found on our website www.per.saccounty.net.

County of Sacramento
Office of Planning and Environmental Review (PER)
827 7th Street, Room 225
Sacramento, CA 95814
(916) 874-6141

OFFICE USE ONLY

Control No.

PLNP

TEMPORARY USE PERMIT APPLICATION FORM

Attach additional pages as necessary. It is the applicant's responsibility to ensure that the application package is complete and accurate. Mark the type of permit request below and fill out the applicable sections.

☐ **Temporary Use Permit**
Complete Sections A, B and B.1

☐ **Concession Stand Permit**
Complete Sections A, B and B.1

☐ **Subdivision Sign Permit**
Complete Sections A, C and C.1

Section A. General Information

Applicant	Name:	
	Address:	
	Phone:	Email:

Property Owner	Name:	
	Address:	
	Phone:	Email:

Address of property where use is proposed:

Current Use of Property:

Proposed Temporary Use of Property:

Assessor's Parcel No(s): _____

Land Use Zone:

Applicant Signature:

Date: _____



Section B. Proposed Temporary Use

Complete and Sign Attachment B.1

Dates requested for temporary use: _____

Hours of operation _____

Organization sponsoring use (if other than applicant): _____

Are loudspeakers or music to be used? _____

If so, describe duration of use _____

Are any animals to be housed on the site in conjunction with this use? _____

If so, what type and how many? _____

Are rides to be available? _____ If so, how many? _____

Section C. Subdivision or Promotional Signs/Displays

Complete and Sign Attachment C.1

How many signs, banners, flags, pennants, search lights or co-location temporary signs are to be installed?

Describe the height, size and appearance of proposed sign, banner, flag, etc. (attach an image):

What other signs are on the property? _____

Dates requested _____

Property Owner's Authorization and Responsibility Form

(Must accompany all applications for Temporary Use Permits and Concession Stand Permits)

This form must be completed and signed by the owner(s) in fee of any real property if said owner(s) will be represented by any other person or agent in any matter regarding the application for a temporary use permit or concession stand permit.

I, (We), _____, am (are) the owner(s) in fee of the real property described
(Property Owner(s))
in the application attached hereto, and designated on the maps of the County Assessor of Sacramento County as
Parcel Number _____.
(APN)

I (We) hereby authorize _____ to apply to the County
(Name of Applicant)
of Sacramento, State of California, for _____.
(Indicate type of temporary permit)

I (We), as owner(s) of the subject property accept ultimate responsibility for ensuring compliance with any conditions issued on the permit.

Dated: _____

Signature of Owner(s)

PROPERTY OWNER(S) SIGN REMOVAL AUTHORIZATION

(Must accompany all Subdivision Sign Applications)

I (We) _____ hereby authorize the County of Sacramento or its designee the
(Property Owner(s))

right to enter my (our) property located at _____
(Street Address)

_____, _____
(City, State, Zip) (Assessor's Parcel Number)

to remove the sign described as follows: _____
(Indicate type of sign: Directional, Subdivision or Regional Directional Subdivision Sign)

Dated: _____

Signature of Property Owner(s)



City of Elk Grove
Street Use Permit – Special Events/Block Party/Film
8401 Laguna Palms Way, Elk Grove, CA 95758
Phone (916) 627-3320
Email pwpermits@elkgrovecity.org
www.elkgrovecity.org

Permit Type	
Permit Number	
EGPD	
CCSD Fire	
PW Department	
Insurance	
Issued Date	

Street Use Permit – Special Events Application

Purpose: A Street Use Permit is required when residents or businesses want to temporarily limit access or close a public street for a special event (i.e. Homecoming Events, Running Event, Dance, Music festival).

Processing Time: Allow 60 calendar days prior to date of your event for review and processing.

Submittal Requirements (if applicable):

- ☐ Application for Street Use Permit
- ☐ Provide General Liability Insurance with Separate Endorsement (See Insurance Requirements)
- ☐ Provide aerial map to show areas of street closures.
- ☐ Provide a timeline of the event.
- ☐ Provide Traffic Control Plan.
- ☐ Pay \$50.00 Processing Permit Fee

Instructions:

1. Read thoroughly and fill out Street Use Permit application and provide an aerial map to show areas of street closures, timeline of the event, and traffic control plans.
2. Obtain insurance in accordance with the City's requirements. The Risk Management Department can assist you with your insurance needs.
4. Submit your applications and documents electronically through our Permits Portal Center (<https://elgr-trk.aspgov.com/eTRAKIT/>) or over the counter at City of Elk Grove 8401 Laguna Palms Way.
5. A \$50.00 processing fee will be assessed prior to issuance and pick-up of approved permit. Payment of the fee doesn't ensure a permit will be issued.
6. If your event would like to employ extra-duty officers, please call the Extra-Duty Coordinator at (916) 627-3711 or email extraduty@elkgrovepd.org.

APPLICATION INFORMATION

1. Application is made for permission to encroach on City right of way for the activity described below on:

(Name of Road, Crossroads, or Address)

2. Description of Activity:

a. Kind/Name of Event:

(Homecoming Event, Street Closure for Group Function, Dance, Music Festival, Etc. – Be Specific)

b. Participants:

(Number of Each: Participants, Cars, Bicycles, Horses, Floats, Bounce Houses, Etc.)

c. Starting Date: _____ Completion Date: _____ Starting Time: _____ am/pm Completion Time: _____ am/pm

d. Anticipated attendance of event: ☐ Under 100 ☐ 101-300 ☐ 301-500 ☐ # _____

e. Will there be alcoholic beverages at this event? ☐ Yes ☐ No

3. (Initial __) Attach a detailed map and drawing of location. See page 2 of application under "Traffic Control" for details required on maps or sketches.

4. (Initial __) Applicant shall contact City's Transit Division and CCSD Fire Department to learn and comply with their requirements and additional instructions, if any.

5. (Initial __) This application shall be completed, with all required attachments, and submitted to the Public Works Department of City of Elk Grove at the above address at least 60 calendar days prior to the activity starting date.

6. (Initial __) Departmental review will be completed within 60 calendar days of the application date. Permit, if approved, will be mailed to the applicant (or applicant will be notified of denial) no later than 3 days prior to activity date, if not picked up at the Public Works counter (address above).

7. (Initial __) Applicant has read, understands and agrees to the General Provisions and Specific Conditions attached to this permit and to any Special provisions attached hereto and made a part thereof.

8. (Initial __) Event must conclude by 10:00pm Sunday through Thursday and by 12:00am on Friday and Saturday.

9. (Initial __) Insurance Requirements: Applicant shall provide a certificate of insurance evidencing \$1,000,000 combined single limit for Bodily Injury Liability and Property Damage Liability. A separate endorsement shall be attached naming the City of Elk Grove, its officers, officials, employees, agents and volunteers as Additional Insured.

10. (Initial __) In conformance with the Waste Discharge Requirements, NPDES Permit Number CAS082597, the Applicant is responsible for pickup and removal of the trash and litter generated by this activity. The event area shall be returned to the original condition within 4 hours of the completion of the event.

11. The sale of food and beverages are controlled by Section 4.35.300 Vendor Permit. Please see requirements for Vendor Permit, which is a separate application.

a. Will this event offer food or drinks for sale? ☐ Yes ☐ No

If yes, contact the Sacramento County's Department of Environmental Health at (916) 876-7221.

Approved By: _____

12. The Applicant shall be responsible for ensuring that no illegal fireworks are present at the event. If any illegal fireworks or the remains of illegal fireworks are found at the event, the permit may be revoked, the Applicant will be cited for those fireworks along with the person(s) responsible for igniting them and future applications for that area may be denied.

13. Type III (A frame) barricades along with "Road Closed" signage shall be used to close all approaches to the event. Barricades (with warning lights) and "Road Closed" signage shall be retro-reflective for nighttime service. Road closure signs shall be posted at least 24 hours in advance of the event and shall comply with the current edition of MUTCD* guidelines.

Street Use Permit – Special Events Application Continued

14. The preparation or conduct of the event shall not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment on the site.

15. The closure shall not jeopardize public health, safety, or welfare.

16. The event shall not exceed any occupant load limit that may be determined by the CCSD Fire Department. Please contact the Fire Department for their requirements at (916) 405-7100.

a. Is your event adjacent to a City park or recreation center? ☐ Yes ☐ No

If yes, please contact the CCSD at (916) 405-5300. If a permit is required, please attach a copy to this request.

Approved By: _____

17. The Applicant is responsible for notifying in writing nearby residents of the specifics of the event and street closure as directed by Traffic Engineer.

18. The City's Transit Department shall determine that the closing of the street will not unduly impede, obstruct, or interfere with the operation of the City bus and transportation systems before a permit will be issued.

19. Applicant shall immediately contact upon submittal the City's Recycled and Waste Division to ensure they have fully addressed the trash and debris that will be generated by the block party. Please contact Recycled and Waste Division for their requirements at (916) 478-2256.

20. The proposed use, event, or activity must not otherwise present a substantial or unwarranted safety, noise, or traffic hazard. Any amplified music, sounds, sound effects, etc. shall be kept to a minimum to avoid disruptions to neighbors around the event.

21. The use or presence of animals in or at the event shall be in compliance with California state and local laws and regulations, including, without limitation, laws and regulations pertaining to the care, handling, and confinement of animals.

22. The proposed event shall not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated. Calls for police services during this event may result in the permit being revoked by the City of Elk Grove Police Department to meet public health, safety, or welfare requirements.

23. The Applicant shall not include inflatable rides, including but not limited to bounce house, waterslides, and obstacle courses without express approval of the City.

24. General and Special Business License: The Applicant shall be responsible for ensuring that they have a General and Special Business License from the City of Elk Grove. For more information, please check the City's website:

http://www.elkgrovecity.org/city_hall/departments_divisions/business_license.

25. Additional Requirements: Additional project specific information may be required during review process. A meeting may be required with all departments/agencies prior to permit issuance.

26. Submittals to Other Departments/Public Agencies: Separate application may be required by other departments. For information, please contact the Development Services Department at (916) 627-3436; Integrated Waste at (916) 478-2256; SacRT at (916) 687-3030; and CCSD Fire at (916) 405-7100.

27. Insurance Requirements: General Liability insurance amount shall be determined by the City upon submittal of application and shall require a separate endorsement naming the City of Elk Grove and each of its officers, officials, employees, agents, and volunteers named as additional insured. For more details, please contact Risk Management at (916) 478-2250.

28. Indemnification, Defense, and Hold Harmless Agreement: Indemnitor shall, at indemnitor's own costs and expense, defend the City of Elk Grove and each of its officers, officials, employees, agents and authorized volunteers ("the City") from and against any and all claims, damages, expenses, including reasonable attorney's fees, loss of liability of any kind or nature whatsoever in connection with the permitted event or activity ("claims") resulting from the alleged willful or negligent acts or omissions of indemnitor, its officers, agents, or employees. In addition to bearing the full cost and expense of defending the City, the Indemnitor shall also indemnify and hold the city harmless from any settlement entered into and any judgment that may be rendered against the City as a result of and in proportion to and to the extent of the alleged willful or negligent acts or omissions of the Indemnitor or Indemnitor's officers, agents or employees in connection with the event or activity as specified above.

By signing this permit application, I have read and understand the permit requirements and conditions as listed above and agree to be in compliance.

Application Date: _____

Applicant Name: _____

Signature: _____

Address: _____

Telephone Number: _____

E-mail: _____

PERMIT AUTHORIZATION

Elk Grove Police Department
Cosumnes Services District Fire Department
Traffic Engineer
Risk Management
Engineering Services Division Manager

Reviewed By: _____	Date: _____
Reviewed By: _____	Date: _____
Reviewed By: _____	Date: _____
Reviewed By: _____	Date: _____
Reviewed By: _____	Date: _____

This permit shall be void unless the activity herein contemplated shall have been undertaken and completed application according to the times and dates established above and is not transferable. APPLICATION APPROVED SUBJECT TO CONDITIONS INCLUDED AND IMPLIED AND IS REVOKABLE AT ANY TIME.

By: _____ Date: _____
(Signature of Director of Public Works)

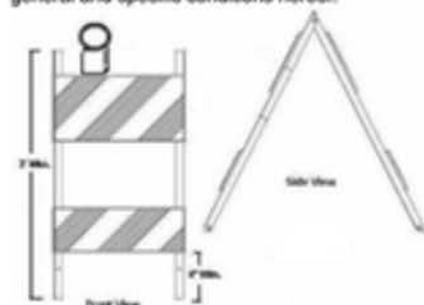
Street Use Permit – Special Events General Provisions

PERMIT: This permit is issued in accordance with Sections 21100 and 21101 of the California Vehicle Code and Title 9 and 10 of the City of Elk Grove Code.

APPLICANT: No Permits will be issued unless signed by a person or persons of 21 years of age or older.

APPROVAL: This permit is subject to the approval of the City of Elk Grove Police Department. This agency may add additional requirements, conditions, or restrictions and may request the Director of Public Works to deny this permit in the interest of public safety if any specific requirements are imposed by this agency, the Applicant shall be responsible for any contact with this agency necessary for fulfilling the additional requirements.

ACCEPTANCE OF PROVISIONS: It is understood and agreed by the Applicant that the undertaking of activity under this permit shall constitute an acceptance of all the general and specific conditions hereof.



KEEP PERMIT ON SITE: This permit shall be kept at the site of the activity and must be shown to any representative of the Public Works Department or any law enforcement officer on demand.

MINIMUM PUBLIC DISTURBANCE: Loud music, noise, and other disturbances must be kept to a minimum consistent with the wishes of adjacent property owners and occupants and the affected public. Disturbance complaints

will result in possible enforcement action and denial of future street use permits. Transit shall be contacted at least 5 business days prior to the start of work if work will have any direct impact to bus routes or stop locations. Transit requires advance notice to redirect passengers to another bus stop location or route. For more information, contact Sacramento Regional Transit District (SacRT) at (916) 687-3030 to discuss possible bus stop closure or route changes.

MINIMUM INTERFERENCE WITH TRAFFIC: All activity shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. The preparation or conduct of the event shall not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment on the site.

The closure shall not jeopardize public health, safety, or welfare.

ANIMAL USE: The use or presence of animals in or at the event shall be in compliance with California state and local laws and regulations, including, without limitation, laws and regulations pertaining to the care, handling, and confinement of animals.

The proposed event shall not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated. Calls for police services during this event may result in the permit being revoked by the City of Elk Grove Police Department to meet public health, safety, or welfare requirements.

FEES: There shall be no fee or charge required for vehicles or persons to enter or leave or use City streets.

INDEMNIFICATION, DEFENSE, AND HOLD HARMLESS AGREEMENT: In consideration of the granting of this Application, it is agreed by the Applicant that the Applicant shall indemnify, protect, defend, and hold harmless the City, its officers, officials, employees, agents and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage property, loss of use of property, economic loss or otherwise arising out of any activity undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the Applicant. It is further agreed that if any part of the activity interferes with the further use of the highway/roadway it shall be removed or relocated immediately, at the expense of the Applicant.

TRAFFIC CONTROL: Applicant shall take adequate precautions for the protection of the traveling public. Barricades, red lights, warning signs and flagmen, where necessary, shall be maintained until all obstructions are removed and the roadway is safe for the use of traveling public. City streets shall not be closed or traffic lanes blocked unless specifically permitted on this permit. No structure shall be placed in any street which would impede the movement of vehicles except for movable barricades as authorized herein. Access to a closed street shall be denied to through traffic by placing wooden barricades across the closed street at each intersection with another public street. These barricades shall be placed approximately 10 to 20 feet away from the intersection and shall not impede the movement of vehicles along the intersecting street. Access to a closed street shall be provided for the local traffic and emergency vehicles at all times by leaving a 10-foot gap in the barricading at each location where access is controlled. A street closure on a residential street which complies with the requirements of the section below on street closure for non-public purposes will normally require no traffic control or directional signs other than the barricades and "Road Closed" signs described in the following sections on barricades and signs. The road closure locations must be shown on a sketch or map. In addition

to meeting the specific conditions indicated below, parades or similar activities may require a detailed traffic detour plan. A traffic detour plan will normally not be required in the case of 30 or fewer legally registered vehicles with a route generally along minor streets provided not more than 1/2 mile of the route is on a major arterial street or 4 or more lanes in width. In addition the parade speed on the major street must be at least 1/2 of the posted speed limit. Another example of an event which would not require a detour plan is a walk-a-thon in which all the streets on the route have adequate provisions for pedestrians, the participants are sufficiently spread out, and they obey all traffic laws. Some activities will require a complete detailed traffic detour plan. An example is a parade with floats, walkers, or horses on a major street. In some cases traffic may be able to be detoured onto two lanes of a 4-lane street while in other cases an alternative route around the parade will have to be provided for traffic. When horses are used in a parade, they must be separated from the traffic by a median island or a vacant traffic lane. A complete detour plan shall include all required signs, barricades, delineators, etc., for safely detouring traffic around the street closure. If it is not clear whether an activity will require a detour plan and/or a street closure, the prospective Applicant should contact the City traffic section before submitting the permit application.

BARRICADES: Type III (A frame) barricades along with "Road Closed" signage shall be used to close all approaches to the event. Barricades (with warning lights) and "Road Closed" signage shall be retro-reflective for nighttime service. Road closure signs shall be posted at least 24 hours in advance of the event and shall comply with the current edition of MUTCD* guidelines. Signage for road closures is to be consistent with the current edition of the California Manual on Traffic Control Devices (MUTCD). Type III "A" frame barricades are to be positioned in the travel lanes in advance of the closure. Regulatory signage: Road Closed (R11-2) is to be securely attached to each barricade. A minimum of three (3) barricades is required at each end of the closure. Closure signage should be positioned to give adequate advance notice to motorists and provide alternate routes of travel (i.e., turn left or right a closure). During hours of darkness, the barricades and signage shall be retro-reflective and have flashing warning lights. Wooden barricades shall have the dimensions as shown in the drawing below. The standard marking for barricades shall be alternate black and white sloping stripes, but black and yellow stripes or all white or all yellow barricades are also acceptable. When striping is employed, each barricade rail shall be marked with alternate black and white (or yellow stripes of 4-inch to 6-inch widths at an angle of 45 degrees). Each barricade used at night shall be effectively reflectorized or illuminated and shall be equipped with a battery-operated barricade flasher having the following characteristics:

- HEAD ASSEMBLY:** The head assembly shall consist of two lenses for bi-directional operation. The two lenses shall be circular in shape, 7 inches in diameter. Each lens shall have a 1/2-inch width perimeter of reflex reflecting median as an integral part of the lens. The color of the lens shall conform to the USAID.10.1 yellow signal lens specifications.
- OPTICAL REQUIREMENTS:** The minimum effective intensity shall be 3.5 candles maintained within an elliptical pattern 9 degrees on each side of the vertical axis, and 5 degrees above and 5 degrees below the horizontal axis.
- DWELL TIME:** The minimum dwell time shall be 150 milliseconds. Battery operated barricade flashers should be mounted a minimum of 3-feet above the roadway.

SIGNS: At least one sign reading "Road Closed" shall be placed at each intersection. Each sign shall measure at least 48 inches by 30 inches and shall have 8-inch black letters on a white background. Each sign shall be mounted on a barricade as described above and shall be effectively reflectorized or illuminated if used at night.

SPECIFIC CONDITIONS:

- Street closures are allowed only on the following types of residential streets:
 - A cul-de-sac or dead-end street intersecting another residential street.
 - A circle not greater than 1/2 mile in length intersected by another residential street.
 - A residential street or portion thereof not greater than 1/2 mile in length, intersected by two other residential streets, where a route equivalent to the closed streets exists within 1/2 mile of the closed street.
- Street closures are not allowed on arterial streets or streets where the speed limit is greater than 25 MPH.
- Street closures must be made at intersections therefore, no less than one block segments shall be considered for approval.
- Street closures shall be allowed only until 10:00 PM on Sunday through Thursday and until 12:00 AM on Friday and Saturday. The closure shall be removed sooner if so specified on the permit.
- A written agreement must be submitted including the signature and address of each property owner on a street to be closed and shall indicate each property owner's agreement with or objection to the street at the time and date proposed. This agreement must be completed and attached to the permit application before application will be considered.
- The Applicant shall provide all required barricades and signs as specified under General Provisions and shall be responsible for their placement and maintenance. Signs and barricades of the approved type can be obtained commercially on a rental basis.

**Environmental Management
Department**

Jennea Monasterio, Director



**APPLICATION FOR PERMIT TO OPERATE
COMMUNITY EVENT**

EVENT (Facility)	Name of Event: _____		
	Address of Event: _____		City: _____ State: _____ Zip: _____
	Date(s) of Event: _____ Time Event Starts: _____		
BILL	Billing Name: _____ Phone: _____		
	Billing Address: _____ City: _____ State: _____ Zip: _____		
EVENT COORDINATOR (Owner)	Event Contact Person: _____ Phone: _____		
	Address: _____ City: _____ State: _____ Zip: _____ <small>(home or office)</small>		
	Email: _____		

FOR THE PURPOSE OF THIS APPLICATION, A FOOD BOOTH SHALL BE IDENTIFIED AS A TFF (TEMPORARY FOOD FACILITY)

COMMUNITY EVENT COORDINATOR	FEE	PE	NUMBER OF VENDORS PERMITTED FOR EVENT
<input type="checkbox"/> 5 OR LESS TFF (ALL NONPROFIT)	N/A	1670	MULTI EVENT VENDORS (MEV) (LOW RISK)
<input type="checkbox"/> EVENT WITH 5 OR LESS TFF	\$362.00	1668	MULTI EVENT VENDORS (MEV) (HIGH RISK)
<input type="checkbox"/> EVENT WITH 6 OR MORE TFF	\$493.00	1669	MOBILE FOOD FACILITIES (CATEGORY A-D)

NUMBER OF FOOD BOOTHS	FEE	PE	
<input type="checkbox"/> TFF (PRE PKG/LOW RISK)	\$75.00 ea.	1671	*If an event consists of only one booth (either TFF or MEV), DO NOT charge coordinator fee, charge appropriate TFF booth fee only.
<input type="checkbox"/> TFF (FOOD PREP/HIGH RISK)	\$158.00 ea.	1672	*If an event consists of 2-3 low risk TFF/MEV booths, do not charge booth fees, charge \$362.00 coordinator fee only.
			*Number of MEV/MFFs should never contribute to "6 or more" coordinator fee.

☐ **1674 - LATE FEE / APPLICATION NOT SUBMITTED TWO WEEKS PRIOR TO EVENT AND/OR BOOTH(S) ADDED \$150.00**

☐ **1673 - PENALTY FOR FAILURE TO OBTAIN PERMIT PRIOR TO COMMUNITY EVENT \$233.00**

I hereby accept responsibility as coordinator or authorized representative of the above mentioned community event. I will comply with all state and local laws and will ensure compliance by all food vendors operating at the community event identified above. I confirm that the location of this event meets all land use, water supply, waste disposal, restroom and parking requirements and that approval has been obtained from all pertinent agencies.

Signed _____ Title/Position _____ Date _____

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<p>CALCULATIONS</p> <p>COMMUNITY EVENT COORDINATOR FEE = \$ _____ +</p> <p>TOTAL LOW RISK BOOTHS _____ X \$ 75.00 = \$ _____ +</p> <p>TOTAL HIGH RISK BOOTHS _____ X \$ 158.00 = \$ _____ +</p> <p>TOTAL FEES = \$ _____</p>	<p>CALCULATIONS FOR LATE FEES / PENALTY</p> <p>LATE FEE = \$ _____ +</p> <p>PENALTY FOR NO PERMIT = \$ _____ +</p> <p>TOTAL FEES = \$ _____ +</p> <p>TOTAL WITH LATE FEES/PENALTY = \$ _____</p>
<p>EMD RECEIPT#: _____ AMOUNT PAID: _____ DATE PAID: _____ ACCOUNT #: _____</p> <p><input type="checkbox"/> NEW EVENT <input type="checkbox"/> ANNUAL EVENT FACILITY ID #: _____ CT: _____ SPECIALIST: _____</p> <p>PROGRAM RECORD #: _____ PE: _____ REINSPECTIONS: # HIGH RISK _____</p> <p style="text-align: right;"># LOW RISK _____</p>	
<p>COMMENTS: _____</p> <p><input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED BY: _____ DATE: _____</p>	

W:\Data\EH-PROGRAMS & PROJECTS\EMT AND TFF WORKING FOLDERS\TFF\Updated TFF packet and forms\2015-2016 COMMUNITY EVENT COORDINATOR APPLICATION 06-25-2015.docx

XXXXXXXXXX
COMMUNITY EVENT

ORGANIZER

TO COMPLETE

THIS INFORMATION
XXXXXXXXXX

APPLICATION AND MATERIALS INCLUDED IN THIS PACKET MUST BE
SUBMITTED TO THE ENVIRONMENTAL HEALTH DIVISION AT LEAST TWO
WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES.
INCOMPLETE OR LATE APPLICATIONS MAY RESULT IN A RESTRICTED MENU
OR PERMIT DENIAL FOR YOUR EVENT

Application Checklist:

- ☒ Submit Application for Permit to Operate
- ☒ Submit Event Organizer fee and individual food booth fees
- ☒ Complete and Submit Master Food Vendor List
- ☒ Distribute a Temporary Food Facility Operator's packet to each food vendor
- ☒ Collect and Submit Temporary Food Facility (TFF) Information Sheets (from each vendor)
- ☒ Collect and Submit Temporary Food Facility (TFF) Menu (from each vendor)
- ☒ Complete and Submit Site plan showing the proposed location of TFFs, restrooms, refuse containers, potable water supply faucets, waste water disposal facilities, and all shared warewashing facilities.

COMMUNITY EVENT APPLICATION / INFORMATION PACKET

This packet contains the information you need to apply for a permit and properly operate a community event with food booths in Sacramento County.

1. Application for Permit to Operate
2. Master Food Vendor List
3. Site Plan Map
4. **You will be given individual Temporary Food Facility (TFF) Operator's Packets to be distributed to each TFF operator.**

"EVENT ORGANIZER" is the person or organization responsible for facilities or equipment that are shared by two or more temporary food facilities operating at a community event.

"TEMPORARY FOOD FACILITY" (Food booth) is a food facility or beverage approved by the enforcement officer that may be readily disassembled for storage or for transporting, and readily assembled to its original integrity at a different location, is easily movable, and operates at a fixed location for the duration of an approved community event or at a swap meet.

• In order to avoid late fees, applications and materials included in this packet must be submitted to the Environmental Health Division at least two weeks prior to your event. Incomplete or late applications may result in a restricted menu or permit denial for your event. All TFFs without a permit may be subject to closure or payment of permit and late fees.

Event Organizer

Prior to Event:

- ☒ Submit Application for Permit to Operate two weeks prior to event start date.
- ☒ Submit Event Organizer fee and individual TFF fees.
- ☒ Complete and Submit Master Food Vendor List.
- ☒ Distribute TFF Operator's Packet to each food vendor.
- ☒ Collect and submit TFF Information and Menu Sheets (from each vendor).
- ☒ Complete and submit Site Plan.

Event Organizer Responsibilities

- Coordinate with vendors regarding availability of electrical hook-ups.
- Arrange to have adequate amount of potable water available and an approved wastewater disposal site.
- Water connections shall be as such that there is no chance of cross-contamination or cross-connection.
- At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility.

Reinspection Fees

The Event Organizer will be notified of any reinspection or additional fees when required after completion of the inspections. The Event Organizer will be billed for such fees. The Event Organizer is responsible for collecting such fees from vendors.

Pre-Event Meeting

Pre-event meetings can be arranged upon request and are highly recommended to facilitate compliance the day of the event. Contact your Environmental compliance Technician at (916) 875-8440 for information or to schedule a meeting. **Note: There is no fee associated with this meeting.**

TFF Operator

Prior to Event:

- ☒ Complete TFF Information Sheet and submit to Event Organizer
- ☒ Complete TFF Menu and submit to Event Organizer
- ☒ Read TFF Operator's Packet and follow requirements

Day of Event:

- ☒ Follow TFF Operator's Packet Requirements.
- ☒ Complete Self-Inspection Checklist. Maintain it in your booth during the event.

Site Plan Map

FV#

Food vendor # is to correspond with master food vendor list attached.

RR

Restroom facilities

HW

Handwash facilities

J

Janitorial facilities to
dump wastewater

Draw a site plan showing proposed locations of all food booths, restrooms, handwash facilities and janitorial facilities. Use the symbols above.



APPLICATION FOR PERMIT TO OPERATE

FACILITY	Business Name (DBA): _____ Phone: _____
	Site / Commissary Address: _____ City: _____ State: _____ Zip: _____
	Days of operation: _____ Hours of operation: _____
	If this facility has a semi-frozen (soft serve) processing machine please call the State of California Milk & Dairy Food Safety Branch at (209) 466-7186
BILL	Billing Name: _____ Phone: _____
	Billing Address: _____ City: _____ State: _____ Zip: _____
OWNER	Owner(Corp/LLC) Name: _____ Phone: _____
	Address (home or office): _____ City: _____ State: _____ Zip: _____
	Owner E-mail: _____ Business E-mail: _____

TYPE OF PERMIT	FEE	PE	TYPE OF PERMIT	FEE	PE
<input type="checkbox"/> RESTAURANT*	\$1292.00	1622	<input type="checkbox"/> SWAP MEET PRE-PKG FOOD STAND	\$150.00	1648
<input type="checkbox"/> BAR	815.00	1620	<input type="checkbox"/> ADMIN REVIEW/CONFIRMATION	73.00	1649
<input type="checkbox"/> RESTAURANT W/BAR*	1665.00	1621	<input type="checkbox"/> COMMISSARY*	534.00	1680
<input type="checkbox"/> FOOD PREP ESTAB W/O HOOD <2000 SQ FT*	1014.00	1623	<input type="checkbox"/> SEASONAL LOW RISK	244.00	1675
<input type="checkbox"/> SCHOOL/NONPROFIT SR. MEAL PROGRAM	686.00	1625	<input type="checkbox"/> SEASONAL HIGH RISK	298.00	1676
<input type="checkbox"/> SCHOOL SATELLITE FACILITY	496.00	1626	<input type="checkbox"/> SEASONAL RESTAURANT	869.00	1603
<input type="checkbox"/> CHARITABLE FEEDING REGISTRATION	181.00	1690	<input type="checkbox"/> BAKERY - NO PREPARATION	568.00	1652
<input type="checkbox"/> SATELLITE FOOD DISTRIBUTION FACILITY	239.00	1693	<input type="checkbox"/> HOST FACILITY CATEGORY A	73.00	1686
<input type="checkbox"/> RETAIL MARKET (OVER 15,000 SQ. FT.)	1091.00	1614	<input type="checkbox"/> HOST FACILITY CATEGORY B	365.00	1687
<input type="checkbox"/> RETAIL MARKET (6,000 - 14,999 SQ. FT.)	933.00	1613	<input type="checkbox"/> RESTRICTED FOOD SERVICE ESTABLISHMENT	630.00	1681
<input type="checkbox"/> RETAIL MARKET (LESS THAN 6,000 SQ. FT.)	619.00	1612	<input type="checkbox"/> STORMWATER	83.00	6770
<input type="checkbox"/> RETAIL MARKET (25-300 SQ FT PRE-PACKAGED, NON PHF)	365.00	1611	<input type="checkbox"/> OTHER		
<input type="checkbox"/> VETERAN'S ORGANIZATION FOOD FACILITY*	842.00	1609	*Add one stormwater fee if any of the following permits are applied for: 1603, 1609, 1621, 1622, 1623, 1624 or 1680. One stormwater fee per facility.		
<input type="checkbox"/> CERTIFIED FARMERS' MARKET	933.00	1619	<input type="checkbox"/> BUSINESS RECYCLING	No fee	4CR4
<input type="checkbox"/> MOBILE FOOD FACILITY CATEGORY A	190.00	1631	(All fixed facilities in the City of Sacramento and Unincorporated County)		
<input type="checkbox"/> MOBILE FOOD FACILITY CATEGORY B	381.00	1632	<input type="checkbox"/> SWIM POOL	\$659.00	3611
<input type="checkbox"/> MOBILE FOOD FACILITY CATEGORY C	378.00	1633	<input type="checkbox"/> SPA POOL	601.00	3612
<input type="checkbox"/> MOBILE FOOD FACILITY CATEGORY D	670.00	1635	<input type="checkbox"/> POOLS ON SINGLE RECIRCULATING SYSTEM	659.00	3613
<input type="checkbox"/> COMPACT MOBILE FOOD OPERATOR	381.00	1632	<input type="checkbox"/> WADING POOL	465.00	3615
<input type="checkbox"/> MULTI-EVENT VENDOR - LOW RISK	322.00	1662	<input type="checkbox"/> TEMPORARILY INACTIVE	200.00	3617
<input type="checkbox"/> MULTI EVENT VENDOR - HIGH RISK	483.00	1663	<input type="checkbox"/> SPRAY GROUND	407.00	3618
<input type="checkbox"/> SECONDARY OPERATOR	268.00	1682			
<input type="checkbox"/> CATERING OPERATION	391.00	1683			

I hereby certify that I am the owner, or authorized representative of the owner, and this business will comply with all State and local laws now in force or which may hereafter be enacted pertaining to this business.

Print _____ Signature _____ Title/Position _____ Date _____

OFFICIAL USE ONLY

EMD RECEIPT#: _____ AMOUNT PAID: _____ DATE PAID: _____ ACCOUNT #: _____

☐ NEW FACILITY ☐ CHANGE OF OWNERSHIP ANNIVERSARY DATE (date of ownership change/opening date): _____

FACILITY ID #: _____ CT: _____ SPECIALIST: _____

PREVIOUS NAME OF FACILITY/BUSINESS: _____

PREVIOUS OWNER'S NAME: _____ OW #: _____ OLD AR #: _____

PROGRAM RECORD #: _____ VEHICLE LIC. #: _____ DECAL #: _____

RESTRICTIONS/COMMENTS: _____

☐ APPROVED ☐ DISAPPROVED BY: _____ DATE: _____

XXXXXXXXXX

Temporary Food Facility (TFF) Operator's Packet

XXXXXXXXXX

COMMUNITY EVENT ORGANIZER MUST DISTRIBUTE ONE PACKET TO EACH TFF (FOOD BOOTH) OPERATOR FOR COMPLETION. ORGANIZER MUST SUBMIT REQUIRED PAPERWORK AT LEAST TWO WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES.

TFF Operator Checklist:

- ☒ Complete Temporary Food Facility Information Sheet, and return it to your Event Organizer at least two weeks prior to the event.
- ☒ Complete TFF Menu Sheet, and return it to your Event Organizer at least two weeks prior to the event.
- ☒ Read and comply with the attached Temporary Food Facility Operating Requirements.
- ☒ Complete the attached Self-Inspection Checklist prior to selling food, and maintain it in your booth during your event.

Note: For TFF operators who participate in several community events a year, annual permits (Multi-Event permit) are available. For more information, please call (916) 875-8440 to request an application packet.

TEMPORARY FOOD FACILITY (TFF) INFORMATION SHEET

Name of Event _____

Location of Event _____ Date(s) of Event _____

Name of Food Booth (TFF) _____

TFF Person in Charge (PIC) _____ Phone _____ 2nd Phone _____

Contact Phone for day of event _____

Event Organizer _____ Phone _____

Approximate number of meals to be served _____ Number of workers _____

If event is longer than one day:

- Where will utensils be washed? (example: restaurant, church, on-site) _____
- Where will the extra food be stored at the end of the day? _____

IMPORTANT NOTES

1. Contact your local fire jurisdiction regarding applicable fire code requirements for use of cooking equipment. A list of phone numbers has been provided on page 17 of this packet.
2. Complete the "TFF Self-Inspection Checklist" before beginning to operate and keep it available for inspector review. (See pages 4-5 of packet)

Complete the following questions:

- | |
|---|
| 1. What is the final cooking temperature for chicken? |
| 2. Do you need to set up a hand-wash station in your booth? |
| 3. What do you need to bring to set up a hand-wash station? |
| 4. Do you need to set up a warewash station? What do you need to bring to set up a ware-wash station? |
| 5. At what temperature should cold foods be kept? |
| 6. At what temperature should hot foods be kept? |
| 7. Is it ok to make food at home prior to the event for serving from your food booth? |
| 8. Do you have a Cottage Food registration or permit? _____ |

Initial

_____ I have received a copy of the "Temporary Food Facility Operating Requirements" including the Self-Inspection Checklist, and agree to follow these requirements.

_____ I have included a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing in my TFF.

_____ I have attached a completed TFF menu sheet.

_____ I have read and understand the No Bare Hand Contact with Ready-to-Eat Foods policy.

Signature _____ Date _____

Title/Position _____

TFF MENU SHEET

List all food and beverage items (e.g., tacos, tortillas, shredded chicken, salsa, lemonade, etc.). Note: Food items will be reviewed and must be approved prior to event.	If food is prepared off site, give the location name, address, & phone number of food prep site. Foods may not be stored or prepared at home, except approved cottage food products from registered or permitted CFO's.	How will food be prepared (e.g., BBQ, deep-fry, grill, etc.)?	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 41°F?	Type of food holding units in booth (e.g., ice chest, freezer, chafing dishes, crock pot, etc.). Note: Use of BBQ grill to hold food is strictly prohibited.	How will the food be handled and dispensed? (tongs, ladle, etc.)
1.					
2.					
3.					
4.					
5.					
OFFICIAL USE ONLY					

COUNTY OF SACRAMENTO
ENVIRONMENTAL MANAGEMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
10590 Armstrong Ave, Ste B, Mather, CA 95655 PHONE (916) 875-8440 FAX: (916) 875-8513

TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST (TO BE COMPLETED WHEN SETTING UP ON THE DAY OF THE EVENT)

CHECK LIST REQUIREMENTS		COMPLIES		REMARKS
		YES	NO	
1. WALLS/CEILING				
	Constructed of wood, canvas, plastic or similar material.			
2. FLOOR MATERIALS				
	Floors smooth and cleanable (No rice hull, shavings, sawdust, grass, or gravel allowed.)			
3. BUSINESS IDENTIFIER (SIGNS)				
A.	To be posted on or adjacent to booth.			
B.	To include name of facility, city, state and zip code.			
4. FLY CONTROL (FOOD PREPARATION FACILITY ONLY)				
A.	All doors and openings fly proof – closable or screened.			
B.	If pass out window used, maximum 216 square inch opening and closable with tight fitting closure.			
5. FOOD STORAGE				
	All foods stored at least 6 inches off floor.			
6. FOOD PROTECTION				
A.	Displayed foods covered or protected with a sneeze guard, condiments in approved containers.			
B.	Equipment in good repair – free of corrosion, cracks, chips, etc.			
C.	Food storage/dispensing methods approved-i.e.- food compartments or enclosed booth.			
7. FOOD CONTACT SURFACES				
A.	Non-toxic, smooth, easily cleanable, non-absorbent.			
B.	Sanitizer bucket for wiping cloths available			
8. HANDWASHING/WAREWASHING FACILITIES				
A.	Handwashing <u>within the facility</u> : minimum 5-gallon insulated water container with <u>hands free</u> valve, waste water catch basin, pump soap/paper towels.			
B.	Warewashing <u>within the facility</u> – minimum three 5 gallon containers for cleaning.			
(1)	Wash with clean, soapy warm water.			
(2)	Rinse with warm water			
(3)	Sanitize at proper concentration.			
(4)	Provide sanitizer test strips.			
(5)	For TFF events lasting longer than 3 days, additional requirements may be required. Contact EHD regarding these requirements.			
9. EMPLOYEE HYGIENE				
A.	Employees in good health.			
B.	Clean hands and clothing. Hair restrained			
C.	Smoking prohibited in facility.			

	CHECK LIST REQUIREMENTS	COMPLIES		REMARKS
		YES	NO	
10. FOOD TEMPERATURE CONTROL				
A.	Hot foods held at 135° F or above.			
B.	Cold foods held at 41° F or below.			
C.	Adequate amount of equipment provided to hold 'hot' and 'cold' foods.			
D.	Thermometer provided for perishable food refrigerators.			
E.	Metal probe thermometer for checking temperature of foods.			
11. ICE AND ICE CONTAINERS				
A.	Ice kept clean and free of contamination.			
B.	Water proof container used; kept covered.			
C.	Ice used for refrigeration not used for consumption.			
12. FOODS PREPARED AT OTHER FACILITIES				
A.	Facility approved by EHD.			
B.	No foods may be prepared or brought from home unless CFO.			
13. TRANSPORTATION OF PREPARED FOODS				
A.	Containers dustproof, protected from potential contaminants.			
B.	Containers keep hot foods 135° F or above.			
C.	Containers keep cold foods 41° F or below.			
14. LIQUID WASTE				
	Waste water from sinks & other equipment drained to sewer, or other method approved by EHD.			
15. TYPE WATER SUPPLY				
A.	Potable water supply.			
16. TOILET AND HANDWASHING FACILITIES				
A.	Provided with warm-(where available) & cold running water, pump soap, paper towels & toilet paper.			
B.	Facilities located within 200 feet (one toilet per 15 employees.).			
17. REFUSE STORAGE AND REMOVAL				
A.	Garbage cans or refuse bins provided.			
B.	Adequate refuse removal.			
18. MISCELLANEOUS				
	No live animals permitted in or within 20 feet of TFF.			
19. OPEN AIR BARBECUE				
A.	Adjacent to approved TFF.			
C.	Separated from public access by rope or other approved methods to prevent contamination and injury to the public			
D.	Protected from dust and debris			
E.	Barbecue not used as hot holding unit for cooked foods.			
F.	No other foods prepared outdoors, except food barbecued on BBQ. (i.e. No flat grill or pots on barbecue)			

Inspection conducted by: _____ Date: _____

➔ IMPORTANT ➔

Inspection	Be ready for inspection by the scheduled set up time: _____
Ice*	If you are using ice for cold holding, have coolers filled with enough ice to keep cold foods at 41° or below.
Thermometer*	Have probe thermometer (0-220°F) readily available
Hot holding*	Have hot holding units set up – hold hot food at or above 135°F
Handwash* station	Have handwash station ready <ul style="list-style-type: none">• An insulated 5-gallon container of warm water with spigot that allows hands to be free for washing• Pump soap• Paper towels• Waste water bucket
Warewash* station	Have warewash station set up with warm water and soap in one bucket, warm water for rinse in second bucket and warm water and bleach in the third bucket
Wastewater	Dump the wastewater at _____
Screening/Food Compartments*	Screening for TFF booth is required if conducting food preparation. Food compartments may be allowed in lieu of screening for dispensing, portioning and assembling of food. Food inside TFF booth must be protected at all times.
Reinspection	All reinspections will be charged a fee and may be collected by the organizer the same day.

*Subject to reinspection and/or closure if not available at time of inspection

TEMPORARY FOOD FACILITY (TFF) OPERATING REQUIREMENTS

Please Note: These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public and preventing foodborne illnesses.

All food vendors, TFF operators, employees, and volunteers **MUST** comply with the following requirements during preparation and during all hours of operation. All TFF's are subject to inspection by the Environmental Management Department (EMD). Failure to comply with these operating requirements may result in TFF closure until violations are corrected.

1. BOOTH/TENT REQUIREMENTS

Per California Retail Food Code (CRFC):

- (a) The TFF booth shall be equipped with overhead protection for all food preparation, food storage, and warewash areas. Overhead protection shall be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.
- (b) TFF booths that handle nonprepackaged food shall also protect food from contamination in one of the following ways:
 - (1) Enclosure of the food booth with 16 mesh per square inch screens.
 - (2) Limiting display and handling of nonprepackaged food in food compartments (see below for Food Compartment definition).
 - (3) Other alternative means of protection must be approved by EMD.

Food Compartments in lieu of a fully-enclosed booth are allowed for limited food preparation activities which include holding, portioning and dispensing of foods. No slicing or chopping of food allowed unless booth is fully enclosed.

CRFC defines Food Compartment as:

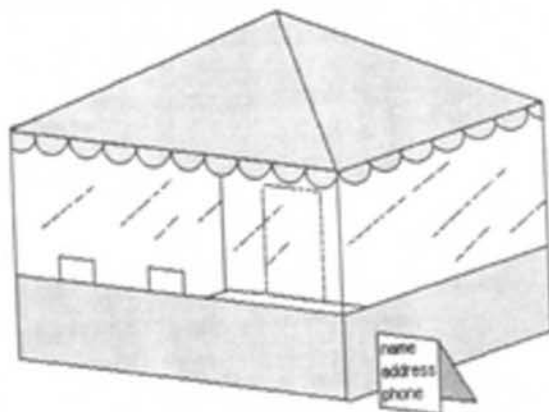
Food Compartment means an enclosed space including, but not limited to, an air pot, blender, bulk dispensing system, covered chafing dish, and covered ice bin, with all of the following characteristics:

- (a) The space is defined by a physical barrier from the outside environment that completely encloses all food, food-contact surfaces, and the handling of nonprepackaged food.
- (b) All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.
- (c) It is constructed from materials that are nontoxic, smooth, easily cleanable, and durable and is constructed to facilitate the cleaning of the interior and exterior of the compartment.

Food Booth Structure - The TFF booth shall be designed to protect the food and beverages from contamination. The booth must be entirely enclosed with four complete sides, a top, and a cleanable floor or in food compartments as noted in (b) (2) and (3) above. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh/sq. inch) may be used. Rental booths constructed, as noted below, may be used when approved by EMD.

- A floor is required for a booth operating on grass or dirt. The floor must be plywood, tarp or other materials approved by EMD. (Pavement is acceptable).
- Ceiling shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.
- Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.

- The use of more than two pieces of ancillary equipment (coolers, refrigerators, etc.) may require a separate enclosure and/or permit.
- Food compartments must meet definition on page 6 to limit the exposure of food to contamination.



FOOD PROTECTION: Open food must be protected from contamination (examples: dust, flies) with adequate barriers such as fully-enclosed booth or food compartments, or TFF may be subject to closure.

Location of Equipment

Equipment allowed outside fully-enclosed booth:

- Open flame BBQ grill
- Deep fryer
- Covered pot on top of open flame burner

Equipment allowed outside fully-enclosed booth under overhead protection:

- Flat grill
- Wok

No hot holding of foods is allowed on equipment outside the enclosed booth.

Additional Requirements:

- Food operations that have adjoining BBQ facilities and cooking equipment set up outside the enclosed booth should have a pass-through window to allow for foods to be brought inside the booth.
- One ice chest for each kind of meat/food item approved to cook outside is allowed outside booth next to the cooking equipment. All other ice chests with food items must be stored inside the booth.
- All approved equipment outside of the booth must be sectioned off from the public by using ropes or other approved methods (e.g. caution tape) to prevent contamination of the food and injury to the public.

Handwashing Station

A handwashing station is required if any non-prepackaged foods will be handled (including samples).

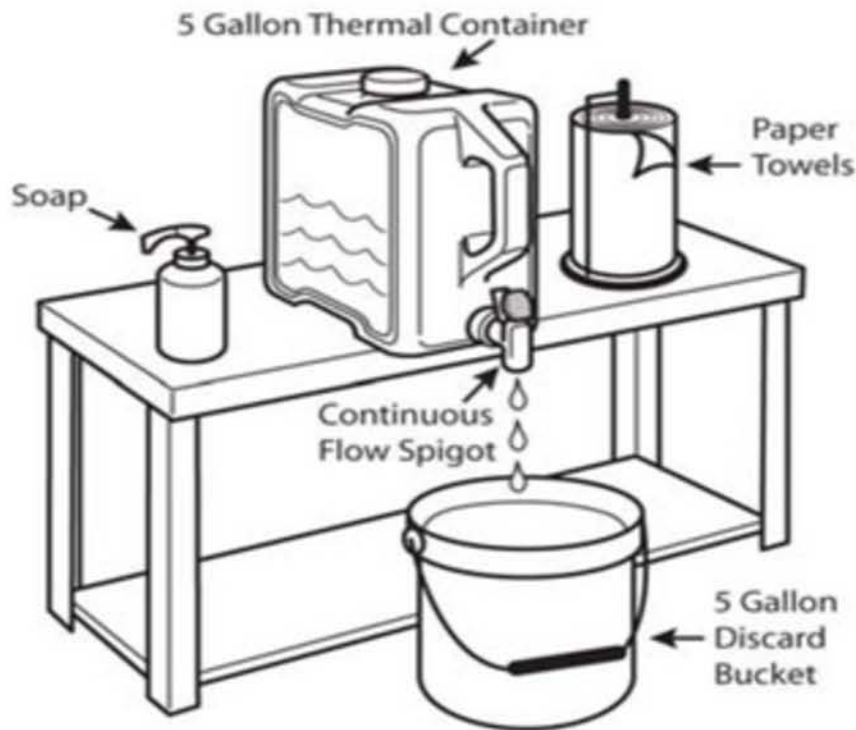
Where to set up:

The hand wash station should be placed inside the booth in an unobstructed area that is easy to access and use at all times.

How to set up:

- 5 gallon insulated container of warm water (100-108°F)
- Soap in a pump dispenser
- Paper towels
- Catch basin for waste water
- Garbage bag or bin for waste paper towels

Community events lasting for more than 3 days require a handwashing sink with warm water in each TFF. Contact EMD with any questions regarding these requirements at (916) 875-8440.



**IF THE TFF IS HANDLING OPEN FOOD AND LACKS A HANDWASHING STATION,
THE TFF IS SUBJECT TO CLOSURE**

Warewashing/Utensil Washing Station

A warewashing station is required if any open food is prepared and/or served using multi-service utensils (examples: knives, scoops, chafing dishes, tongs, ladles, cutting boards etc).

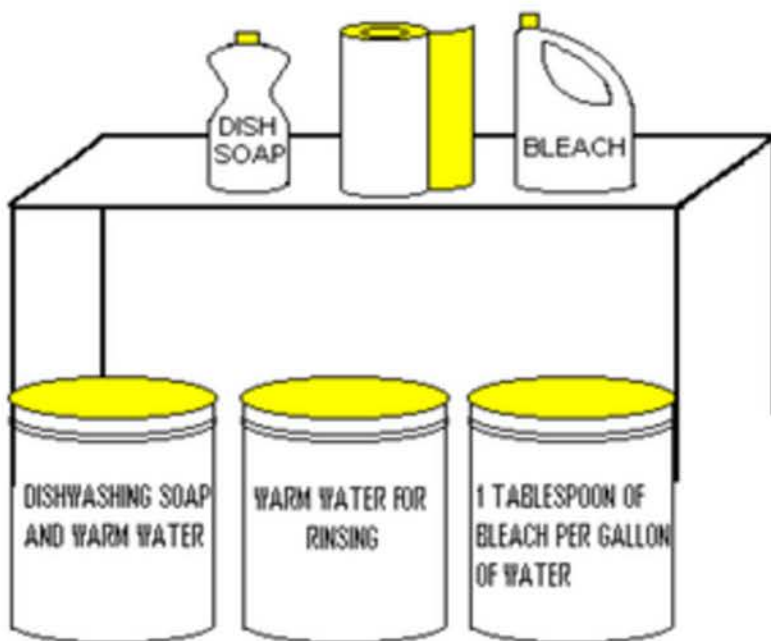
Where to set up:

The warewash station must be set up under overhead protection so that it is protected from physical contamination.

How to set up:

Provide three 5 gallon buckets:

- 1st bucket: Fill with soap and water
- 2nd bucket: Fill with clean water
- 3rd bucket: Fill with sanitizer solution (100 ppm chlorine)
How to make sanitizer solution: Add 1 tablespoon of bleach per gallon of water. (Quaternary ammonia at 200 ppm is also acceptable)
- Provide Test Strips: Test strips to measure sanitizer (chlorine or quaternary ammonia) concentration must be available. (A list of places where strips can be purchased is attached at the end of the packet).



**IF THE TFF IS HANDLING OPEN FOOD AND USING MULTISERVICE UTENSILS
AND IS LACKING A WAREWASHING STATION, THE TFF MAY BE SUBJECT TO
CLOSURE**

Identification of TFF:

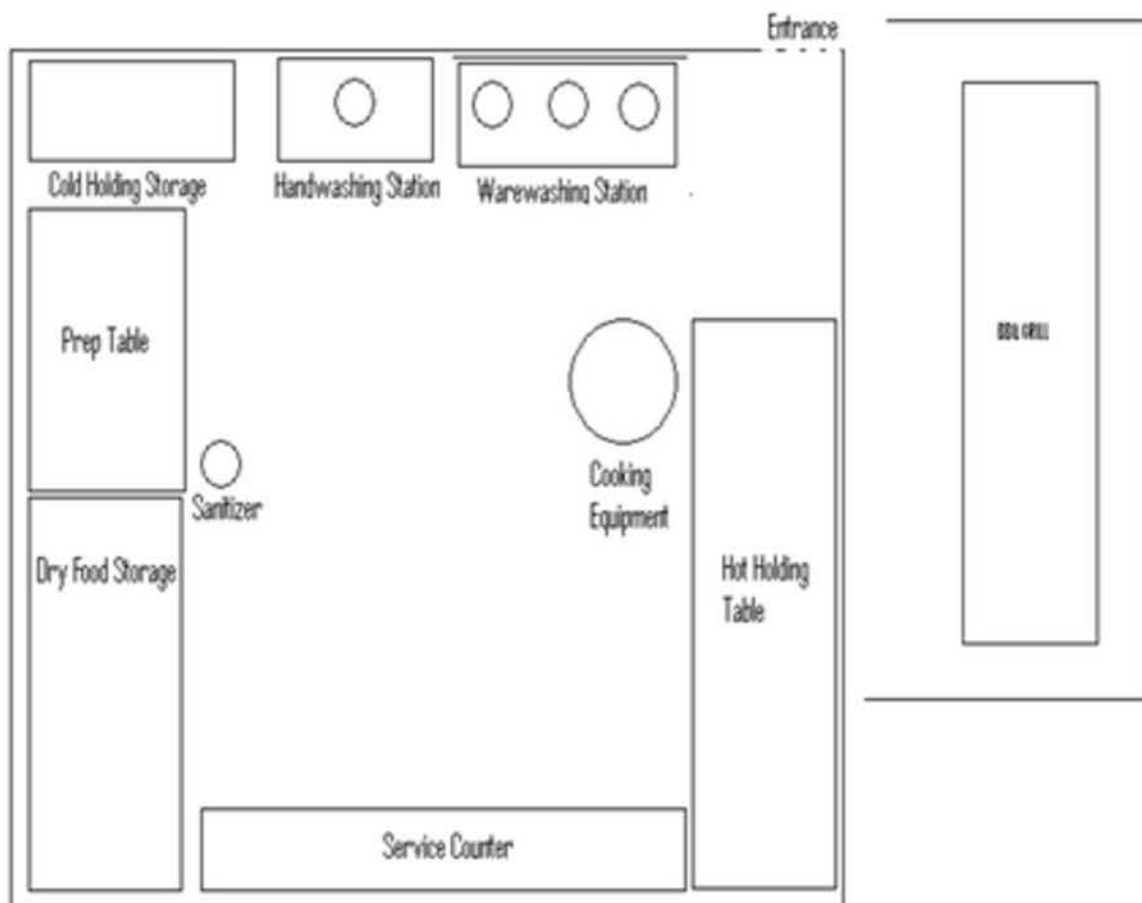
The TFF shall have a sign containing the following information:

- **business name of the TFF – 3" min letter height**
- **city, state, ZIP code – 1" min letter height**
- **name of the operator – 1" min letter height**

The information shall be legible and clearly visible to patrons and shall be of a color contrasting with the surface on which it is posted.

Site Plan

Example of site map for TFF booth that handles open food.



1. APPROVED FOOD SOURCE

- All the food items shall be obtained from approved sources and be kept free from adulteration and spoilage.
- **Food prepared or stored at home is prohibited from use, except approved cottage food products.**
- All water shall come from an approved source and must be potable (drinkable).
- Ice used for refrigeration of food shall not be used for consumption.

IF THE TFF HAS FOOD FROM AN UNAPPROVED SOURCE, THE TFF IS SUBJECT TO CLOSURE

2. FOOD TEMPERATURES

Adequate temperature control shall be provided for all potentially hazardous foods. Potentially Hazardous Foods (PHFs) (including, but not limited to, meat, dairy products, cooked vegetables, batter with eggs for food items such as funnel cakes etc.) must be kept either:

- **At or below 45°F***

or

- **above 135°F**

* PHFs maintained at a temperature of 41°F or below may be used the next day whereas food items held between 41°F- 45°F must be discarded at the end of the operating day.

Sufficient cold and hot holding equipment must be provided to keep the food items cold (at or below 45°F) or hot (at or above 135°F).

Holding of hot foods:

- Hot PHFs must be maintained at 135°F or above.

Examples of approved hot holding equipment:

Steam table, chafing dishes with sternos, cambro etc. **NOTE:** *The above-mentioned equipment may not be used to reheat food items. Reheating must be done on a stove, grill, or microwave so food can reach 165°F.*

- All food hot held during the day must be discarded at the end of the operating day.

Holding of cold foods:

- All Potentially Hazardous Foods (PHFs) shall be maintained at 45°F or below.
- **Examples of approved cold holding equipment:**
Refrigerator, freezer, or ice chests with a sufficient amount of ice to surround the food.
- PHFs maintained at a temperature of 41°F or below may be used the next day whereas food items held between 41°F- 45°F must be discarded at the end of the operating day.

Final cooking temperatures:

The following foods must reach the indicated internal final cooking temperature for a minimum of 15 seconds:

- Poultry or stuffed meats: 165°F
- Ground Beef: 155°F
- Eggs: 145°F
- Beef or Pork: 145°F

Reheating of PHFs:

Reheat all food items rapidly to 165°F on an open flame burner, stove, oven or microwave and not on the steam table.

Cooling:

Cooling hot foods is not allowed in TFF's unless approved by EMD before the event. For more information contact EMD.

Probe Thermometer:

Provide a metal probe thermometer that reads 0°F- 220°F to check holding and final cooking temperatures.



IF THE TFF LACKS SUFFICIENT EQUIPMENT FOR PROPER TEMPERATURE CONTROL, IT MAY BE SUBJECT TO CLOSURE.

3. FOOD HANDLING

Where to prepare food

- All food preparation shall take place within a fully-enclosed food booth unless a different preparation site has been approved by EMD (examples: restaurant, delicatessen, church, or school kitchen).
- Mobile food facilities (food carts) must prepare food in a food compartment or be in a fully-enclosed TFF.
- Food preparation surfaces must be smooth, easily cleanable, and non-absorbent.

Food Preparation

Keep all food items covered and conduct open food handling/preparation inside the TFF. Safe food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs, serving utensils, disposable plastic gloves, or single use tissue paper when handling food.

To prevent cross contamination of foods, employees/workers should be assigned different tasks such as: handling money, preparing ready to eat foods, or preparing raw meats.

Utensil/Equipment Washing:

- All utensils must be washed, rinsed, and sanitized using the three bucket system.
- All food contact surfaces (cutting boards, tongs, knives, etc.) must be washed, rinsed, and sanitized at least once every 4 hours.

Wiping towels:

- Wiping towels used to clean food spills shall not be used for any other purpose.
- Wiping towels used for cleaning food spills must be held in sanitizing solution (100ppm chlorine or 200 ppm quaternary ammonium solution). NOTE: the sanitizer solution for utensil washing may not be used for storing wiping towels.

Food transportation:

PHFs must be protected from temperature abuse and contamination. Keep all food items covered and maintain proper food holding temperatures. Use insulated or warming containers to keep hot food items at or above 135°F. Use ice chests or refrigerated trucks to maintain cold food items at or below 41°F.

Food storage:

All food, beverage, utensils and equipment shall be stored, displayed and served so it is protected from contamination and shall be stored at least 6 inches off the floor. Unopened (factory-sealed) containers of non-potentially hazardous food may be stored outside or adjacent to the TFF.

When the TFF is not operating, food shall be stored using one of the following methods:

- Within a fully-enclosed TFF
- Within a permitted food facility or other facility approved by EHD.
- In lockable food storage compartments or containers meeting both of the following conditions:
 - The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
 - The storage compartments or containers are approved to be used for food storage.

Bottled and canned beverages **shall not** be placed in ice water within a customer self-service area. These beverages can be placed in ice and handed out by a TFF employee.

Condiments:

Condiment containers shall be pump style, squeeze containers, or have self-closing covers or lids for food protection. Single service packets are recommended.

Insect Control:

Food should be protected from flies and insects as they carry and transmit bacteria that may cause a foodborne illness.

Sampling:

The following requirements apply to the sampling of unpackaged foods from a TFF:

NOTE: Any sampling operations that involve onsite portioning or handling of unpackaged or opened foods requires handwash and warewash facilities as described earlier and may also be required to be fully-enclosed. Contact EMD for more information.

Customer Self-Service Sampling Operation Requirements:

- Sneeze guards are required to shield uncovered self-service sampling displays. The direct line between the customer's mouth and the food must be intercepted. **NOTE:** Sneeze guards are not required for sampling operations that sample food items which are dispensed from a shaker, or similarly enclosed device which prevents direct hand contact with the food.
- PHF samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (hot foods at 135°F or above, cold foods at 45° F or below).
- Food displayed for customer self-service shall be individually portioned into single service wrappers or utensils. Use of communal service bowls is not approved (example: open bowl of pretzels or chips).
- There shall be constant supervision by a TFF employee of all food displayed for customer self-service. **NOTE:** TFF operators are responsible for preventing and discouraging "double-dipping" by consumers.

Employee-Distributed Sampling Operation Requirements:

As an alternative to customer self-service sampling, samples may be distributed individually by a TFF employee.

- Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks).
- Samples must be given to each customer individually by a TFF employee.
- PHF samples may be kept at ambient temperatures for the purposes of serving ONLY. The time that food may be held at ambient temperatures must not exceed 4 hours.

4. **PERSONAL HYGIENE REQUIREMENTS**

Worker Health/Hygiene:

No sick employees may work in a TFF. All employees/workers who prepare and/or serve food must be in good health. Any person with symptoms of: abdominal cramps, nausea, fever, vomiting, diarrhea, jaundice, sneezing, coughing, or a person who has open sores or infected cuts on their hands, is not allowed to work in the TFF.

All employees/workers shall wear clean outer garments and must restrain hair.

Smoking is not allowed in the TFF or at cooking areas.

Handwashing

Poor personal hygiene is the leading cause of foodborne illness outbreaks at Community Events. Lack of proper handwashing can contaminate food.

All workers shall wash their hands prior to starting food preparation activities, after touching the face, handling money, using the restroom, smoking, removing garbage, and/or whenever switching between handling different types of food items, or at other times as necessary to prevent cross contamination.

Restrooms

At least one toilet and hand washing facility for every 15 employees shall be provided within 200 feet of each TFF.

5. **Person in Charge**

A person in charge (PIC) must always be present at all times. This person is responsible for all operations of the TFF and ensures all employees/workers are following correct food safety procedures.

6. **Waste Disposal**

Liquid waste - Liquid waste must be disposed of into an approved sewage system or holding tank and **must not be discharged onto the ground or a storm drain.** Any observed mixing of potable water and wastewater shall result in the immediate closure of the TFF.

Solid Waste - Garbage and refuse must be stored in leak-proof and fly-proof containers and serviced as needed. Plastic garbage bags are recommended in each TFF. All wastes at the end of the event or as necessary shall be disposed of in a proper manner (example: garbage dumpster or receptacles).

7. **Animals**

No Live animals, birds, or fowl are permitted in or within 20 feet of a TFF.

Local Fire Departments Phone Numbers

- Sacramento City Fire Department: (916) 433-1300
- Sacramento Metro Fire Department: (916) 566-4400
 - (Rio Linda, Fair Oaks, Florin, Fruitridge, Rancho Cordova, Citrus Heights, Carmichael, & Sloughhouse.)
- Cosumnes Fire Department: (916) 405-7100
 - (Cosumnes Area, Elk Grove & Galt)
- City of Folsom Fire Department: (916) 984-2280
- City of West Sacramento: (916) 375-6474

LOCATIONS TO OBTAIN SANITIZER/pH TEST STRIPS

Auto-Chlor System
3000 Academy Way, Suite 100
Sacramento, CA 95815
www.autochloresystem.com
(916) 920-0125

Baileys
PO Box 191
Lodi, NJ 07644
(201) 343-8004

Cash & Carry
1101 Richards Blvd
Sacramento, CA 95814
(916) 441-1618

Catering Food Supply
8531 Thys Ct
Sacramento, CA 95831
(916) 917-5216

CMA
9269 Survey Rd
Elk Grove, CA 95624
(916) 685-5435

Eco-Lab
370 Wabasha St
St Paul, MN 55102
www.ecolab.com
(800) 352-5326 or (651) 293-1963

Restaurant Depot
1275 Vine St
Sacramento, CA 95811
www.restaurantdepot.com
(916) 492-2305

Same Day Distributing
5962 Buckingham Dr
Huntington Beach, CA 92649
www.same-day.com
(800) 735-2261

Sierra Chemical
788 Northport Dr
West Sacramento, CA 95691
www.sierrachemicalcompany.com
(916) 371-5943

Smart Foodservice Warehouse
6985 65th St
Sacramento, CA 95823
916-504-4234

Multi-Event Vendor and Temporary Food Facility Visual Checklist

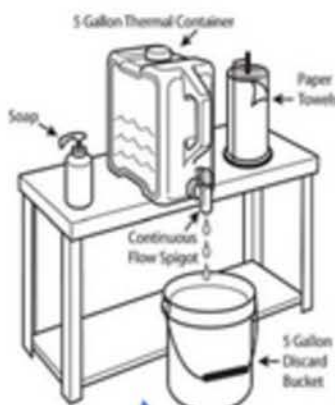
This visual checklist is designed to assist you in reviewing the condition of your booth prior to or between inspections by this department. The photos below represent the major areas evaluated during a routine inspection; however, it may not include all items that are evaluated during an inspection. Please call (916) 875-8440 if you have any questions.

Can locate warewashing outside booth if there is overhead protection (ex: lids or canopy)

Steps 1 → 2 → 3



At least 1 hand washing station **INSIDE** the booth



Booth is free from pests



Separate raw meats in own coolers as well as ready to eat foods. Also surround foods with ice on top, bottom, and sides.

- * Cold food held at 45 °F must be discarded at end of day
- * Hot food held at 135 °F and above must be discarded at end of day

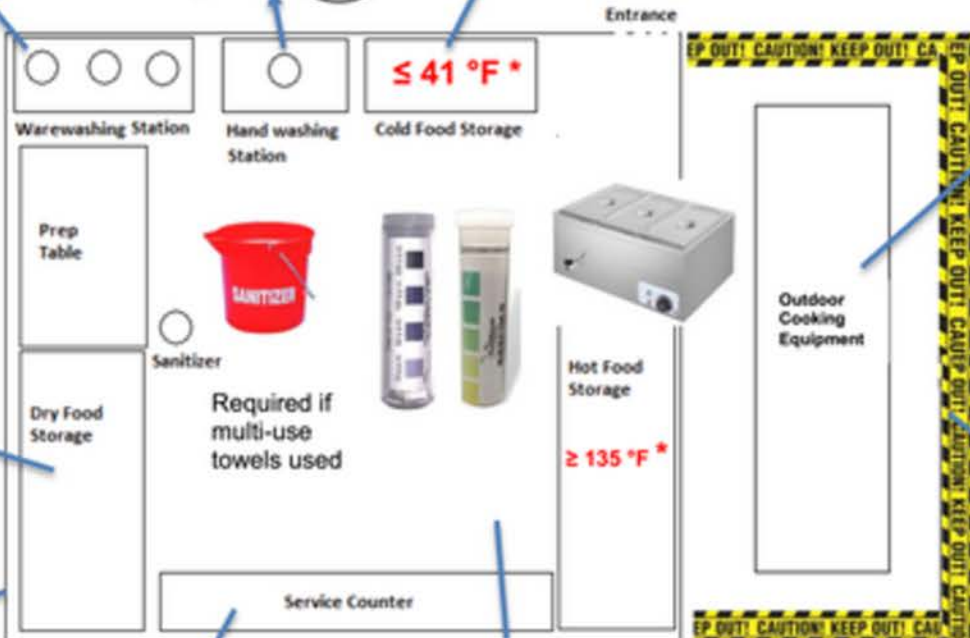
Personal items stored away from food and food equipment (ex: Inside tote)



Food and food equipment kept off the floor



Booth is **FULLY ENCLOSED** with overhead protection



Outdoor cooking equipment needs overhead protection that can be a fire retardant canopy, dome lids, or corrugated metal sheet. Not required for fryers and open flame BBQs.

Prevent customer access to outdoor cooking equipment



Sampling?

Serve to customers directly, do not allow self-serve unless fully pre-packaged and covered. Cold or hot hold samples until food is ready to be served if not shelf stable. Provide a hand washing sink when prepping/handling samples at event.



Booth flooring (ex: tarp) on dirt or grass



Thermometer must read between 0 °F to 220 °F

Recommendations:

- A) Extra warmers/reheating equipment (ex: generator fuel or chafing fuel)
- B) Extra ice for hot days
- C) Extra utensils for food preparation/service
- D) Extra water
- E) Do not overfill your hot/cold holding containers above the fill line



Republic Services Request for Services

Please complete form and send form **and a map** of the drop off location(s) to robinson@republicservices.com as soon as possible. If there are road closures on the drop off/pick up dates, please let us know.

NO DAY OF ON-CALL SERVICE: All service request submitted by 1:00 PM will be scheduled for next business day (Mon-Fri). All service request submitted AFTER 1:00 PM will be scheduled out 2 business days (Mon-Fri)

Organization: Event Name:
Event Date: Event Time: Location Name:
Event Location Address:
Event Contact Name: Contact Phone Number:
Contact Email:

SERVICES REQUESTED:

64-gallon carts	<input type="checkbox"/>	Trash; QTY <input type="text"/>	<input type="checkbox"/>	Recycle; QTY <input type="text"/>	<input type="checkbox"/>	Food Waste; QTY <input type="text"/>
4 yd ³ dumpster	<input type="checkbox"/>	Trash; QTY <input type="text"/>	<input type="checkbox"/>	Recycle; QTY <input type="text"/>	<input type="checkbox"/>	Food Waste; QTY <input type="text"/>
20 yd ³ dumpster	<input type="checkbox"/>	Trash; QTY <input type="text"/>	<input type="checkbox"/>	Recycle; QTY <input type="text"/>	<input type="checkbox"/>	Food Waste; QTY <input type="text"/>
40 yd ³ dumpster	<input type="checkbox"/>	Trash; QTY <input type="text"/>	<input type="checkbox"/>	Recycle; QTY <input type="text"/>	<input type="checkbox"/>	Food Waste; QTY <input type="text"/>
Event Boxes*	<input type="checkbox"/>	Trash; QTY <input type="text"/>	<input type="checkbox"/>	Recycle; QTY <input type="text"/>	<input type="checkbox"/>	Food Waste; QTY <input type="text"/>
Other: <input type="text"/>	<input type="checkbox"/>	Trash; QTY <input type="text"/>	<input type="checkbox"/>	Recycle; QTY <input type="text"/>	<input type="checkbox"/>	Food Waste; QTY <input type="text"/>
Cart/Event Box Liners	<input type="checkbox"/>	QTY <input type="text"/>	*Event boxes are 55-gallon cardboard boxes. Please note that Republic Services cannot service individual event boxes and you will be responsible for disposing of the content and the boxes			

Drop Off Date**: Pick Up Date**:

****Drop off on Saturdays and Sundays is NOT available****

☐ Please have driver call when they are on their way

Drivers begin as early as 4am; by checking this box, you consent to receiving a phone call this early, though you are not required to answer

Site Hours (if any):

If the drop off location(s) is/are not accessible 24/7, please state the accessible hours above

Estimated Attendance:

Is a key or staff member required to access the drop off location?

If yes, you must list site hours that you are available, mark the "Please have driver call" box, and include the contact info of someone ON SITE

Special Requests/Instructions (Please make a note here if your organization is a non-profit 501(c)(3))

PLEASE INCLUDE A MAP WITH THE DROP OFF LOCATION(S) CLEARLY MARKED!

YOUR REQUEST WILL NOT BE PROCESSED UNTIL A MAP IS RECEIVED

EXPLORE
ELK GROVE

Our team is dedicated to delivering results that exceed expectations and drive positive outcomes. We are confident that by partnering together, we can achieve success and create lasting impact. We look forward to the opportunity to further discuss and collaborate for your event.



(916) 512-8211



Info@ExploreElkGrove.com



ExploreElkGrove.com



**9401 E Stockton Blvd Suite 230
Elk Grove, CA 95624**