



**VENDOR
TEMPORARY EVENT PERMIT APPLICATION**

Complete this form and return it with other applicable forms **to your event coordinator** one month (or deadline set by the coordinator) prior to the event to be eligible for a discounted fee. Forms sent directly to Environmental Health, or not part of Coordinator's original submittal, will be charged the regular temporary event fee and must be submitted a **minimum of two weeks** prior to the event. Additional fees may be charged for any application submitted less than two weeks before the event.

EVENT NAME: _____ DATE & TIME: _____

ADDRESS OF EVENT: _____ CITY: _____ ZIP _____

NAME OF EVENT COORDINATOR/SPONSOR _____

CONTACT PERSON _____ PHONE #: _____

VENDOR BOOTH NAME: _____

VENDOR NAME: _____ PHONE #: _____

VENDOR ADDRESS: _____ CITY: _____ ZIP _____

Absolutely no home food preparation or storage allowed

REQUIRED INFORMATION: Please fill out all of this information completely. Incomplete information may result in your application being denied.

1. Please fill out the **Food Preparation Plan** and return with application

2. **Please initial next to each item below indicating that you agree with the statement**

- ____ I have read and understand the "Temporary Food Facility Requirements" provided with this application.
____ I agree to comply will all applicable State and County laws and regulations. (see attachment: Article 13-13.5)
____ I understand that failure to comply may result in immediate closure of my booth or discard of food.
____ I understand that if food is prepared or stored at home that it cannot be sold or given away to the public.
____ I have provided Environmental Health with the name and address of the church, community center, or other approved kitchen where the food will be prepared and stored. (see item #3 on next page)
____ I understand that I must post the "**Checklist For Temporary Food Facilities**" in my booth, and initial next to each item on the list indicating compliance with each item.

Applicants Signature _____ Date _____

3a. Name and Address of church, community center, or other non-residential kitchen where food will be stored or prepared:

3b. If a “Food Facility”¹ or “Food Establishment”, as defined in the California Uniform Retail Food Facilities Law(CURFFL), will be used for any food preparation, the following section must be completed and signed by the owner of that establishment. (refer to CURFFL Definition handout)

COMMISSARY AUTHORIZATION

The Food Vendor listed on the front of this Vendor Application has permission to use the food facility named below for preparing and storing food on the following dates: _____

Facility/Commissary Name: _____

Address: _____ **Health Department Permit #** _____

Phone: _____ **Owner/Operator Name:** _____

Signature of Food Facility Owner/Operator: _____ **Date:** _____

Other Supporting Documentation

- Do you currently have a Permit to Operate a Food Facility from San Mateo County? _____
If “Yes” Provide name and address of the business _____
- Is this temporary food facility for non-profit purposes? _____
If “Yes”, please submit a copy of the State Board of Equalization letter lists your nonprofit ID number.
- Are you applying for a Veteran Fee Exemption?
If “Yes”, please attach a copy of your Discharge papers (Application approval required prior to the event)
- Will you be sampling foods?
If “Yes”, your booth must meet the requirements of a “food preparation booth” (see booth diagrams)

Temporary Food Facility Food Preparation Plan

Required Information: Please fill out all of this information completely. Incomplete information may result in your application being denied.

Food prepared or stored at a private home or other unapproved location is prohibited and if found, may be immediately destroyed.

Name of approved kitchen _____

Address _____

Food Item	Food item sold prepackaged? (yes or no)	Location and method of food storage and preparation before the event	Equipment used to keep food hot/cold/protected during transport	Length of time in transport	Location and method of food storage when event is not operating	Equipment used to cook, prepare, and hold food at the event
Example	NO	Joes Dinner San Mateo In refrigerator	Ice Chest with ice	30 minutes	Joes Dinner San Mateo In refrigerator	BBQ Propane warmer

If additional space is needed , write on plain sheet of paper and attach to this document.