



## TEMPORARY EVENTS GUIDELINES

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## COORDINATOR

The role of the Coordinator is to organize the food operation of the event and ensure that all necessary permits and licenses have been obtained from all involved agencies. The Coordinator acts as a liaison between Environmental Health (EH) and all vendors participating in the event.

One Coordinator application and all food vendor applications must be submitted as **one packet** to Environmental Health at least **14 calendar days** before the event. For events with 20 vendors or more, packet is due **21 calendar days in advance**.

All applicable fields of the applications must be completed. Incomplete applications will not be accepted. It is strongly recommended that the application packet is submitted one month before the event. This provides more time for the Coordinator or vendor to resolve any issues that could prevent approval to operate. Permits are not transferrable. All applications will be processed prior to the event and will be billed permit fees (if applicable) regardless of if they operate at the event or not.

**APPLICATIONS SUBMITTED LESS THAN 14 DAYS PRIOR TO THE EVENT WILL NOT BE ACCEPTED OR INCUR A LATE FEE OF UP TO 3X THE ORIGINAL AMOUNT.**

Coordinator permit fees, vendor permit fees, and any extra billing accrued for the event will be billed to the Event Coordinator. **The Event Coordinator is responsible for submitting ONE payment to EH. Event packet applications will NOT be accepted without PAYMENT.**



## COORDINATOR CHECKLIST

- Submit one Coordinator Application.
- Submit all Food Vendor Applications\*\* and the Coordinator Application as one packet at least 14 days before the event. Vendor applications will only be accepted with the Coordinator's packet.

**\*\*The name on the Vendor Application must match the booth name\*\***

- Attach a site map of the event that includes:
  - Food vendor booths, trucks and carts locations
  - Potable water supply location
  - Toilets with hand washing facilities (minimum 1 toilet for every 15 food handlers)
  - Garbage, grease, and wastewater receptacles for food vendors
  - Shared hand washing and ware washing facilities
  - Location of animals, rides, and attractions (if applicable)
- Attach a complete list of food vendors. Include the following:
  - Food booths
  - Kitchens
  - Mobile food facilities\*\* (trucks/carts/trailers)

**\*\*Mobile food facilities must have a valid permit with San Mateo County or apply for a Temporary Event Vendor permit, along with valid permit from an issuing agency\*\***

- Attach supporting documentation for Coordinator and Food Vendors that are requesting fee exemption. Fee exemption is subject to approval by this Division.



## PERMITS

Temporary Event Permits are required when food is sold or given away to the public at approved community events. A Temporary Event Permit from San Mateo County Environmental Health Division must be secured at least 14 calendar days prior to the event start date. Permits from other health authorities are not acceptable. Food Vendors found operating without a permit will be ordered to close and a penalty up to three times the current permit fee will be billed to the event Coordinator.

- **COORDINATOR PERMIT** – required for all Temporary Events with two or more Food Vendors. (A Coordinator application must also be submitted for events with only one food booth; however, the vendor permit fee will not be charged.)
- **TEMPORARY FOOD FACILITY VENDOR PERMIT** – required for any person(s), business, or organization offering food to the public at an approved community event. A permit is valid for one single 12ft x 12ft food booth only. Booths larger than 12ft x 12ft will be charged accordingly. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location.

There are two types of permits which are based on the risk of the food operation:

- **RISK CATEGORY 1A** – all food is prepackaged, no on-site food preparation. No sampling is done in this category.
- **RISK CATEGORY 1B** – all food is prepackaged (with the exception of beer and wine service, which is acceptable), no on-site food preparation. Sampling is allowed if no complex food preparation is needed. Handwash station required.
- **RISK CATEGORY 2** – open food, on-site food preparation. Food will be handled and/or prepared on-site.



## PERMIT FEE EXEMPTIONS

Applicants must attach all supporting documentation to their application to be considered for a permit fee exemption. Exemptions do not apply to re-inspection fees, penalties for operating without a permit, or other fees billed for non-compliance.

Categories considered for fee exemption:

- ❑ **CHARITABLE ORGANIZATION** –submit proof of 501(c)(3) status from the Internal Revenue Service or a letter from a charitable organization clearly stating that 100% of the proceeds are being donated to their organization.
- ❑ **VETERAN** – submit proof of an Honorable Discharge from active-duty military (DD Form 214). Veteran must be the sole proprietor of the business to qualify, and no alcohol sales are permitted.
- ❑ **BLIND PERSON** – submit Bureau of Vocational Rehabilitation documentation. Must be the sole proprietor of the business to qualify.

## TEMPORARY FOOD FACILITY (TFF) TYPES

Food Facilities permitted to operate at a fixed location for the duration of an approved community event include:

- ❑ Food Booth – temporary food booths set up indoors or outdoors.
- ❑ Kitchen – a commercial kitchen is used for the food preparation. Food is served indoors, and a temporary food booth is not necessary for the operation, e.g., church or recreation center kitchens.

Mobile Food Facility (MFF) – an approved mobile food cart or truck where food is sold from, e.g., hot dog cart, ice cream truck, food truck, food trailer, etc. A vendor application must be submitted through the event Coordinator for each Temporary Event.



## **MOBILE FOOD FACILITIES (MFF)**

If already permitted in San Mateo County, the MFF may operate at Temporary Events throughout the county without any additional health permits. If permitted outside of San Mateo County, MFF operator must submit a TFF vendor application for each event at which they will operate. Any MFF that does not have a current San Mateo County health permit are required to secure a TFF permit prior to operating at the event.

All MFF vendors must be listed on the event vendor list submitted by the event Coordinator as part of the application packet. MFFs are restricted to the limitations of the MFF type, as follows:

- ❑ **PUSHCART/ICE CREAM CART** – Prepackaged non-potentially hazardous foods only, no food prep.
- ❑ **HOT DOG CART** – Limited Food Preparation, no complex food preparation.
- ❑ **FOOD TRUCK/TRAILER** – Full service, food preparation allowed within the enclosed vehicle. No food preparation is allowed outside the food truck (except for an outdoor air barbeque). A table may be set up adjacent to the truck to sell beverages and pre-packaged non-potentially hazardous foods.

Minimum requirements listed must be maintained throughout the event (depending on MFF type):

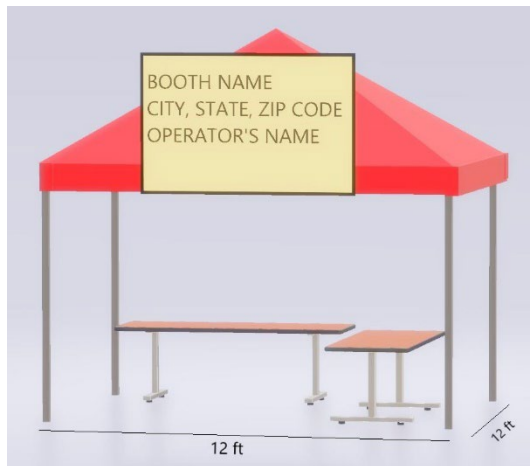
- ❑ Water for hand washing and warewashing
- ❑ Hot water (120° F or higher)
- ❑ Hand washing facilities
- ❑ Functional mechanical refrigeration
- ❑ Report to approved commissary on a daily basis
- ❑ Operator must be knowledgeable in food safety. In permitted MFFs where food is prepared, at least one person must hold a valid food manager certificate and valid food handler card for each employee who handles food.



## CONSTRUCTION OF OUTDOOR FOOD BOOTHS

A sign with the facility name (at least 3-inches tall), city, state, zip code, and the name of the operator (at least 1-inch tall) shall be legible and clearly visible to patrons, in a contrasting color to the background.

A booth is considered up to 12ft x 12ft in size. If there is more than one booth, depending on food production volume, additional fees may apply if the inspector observes multiple complex foods being prepared and/or handled.



### RISK CATEGORY 1A OUTDOOR BOOTH (NO SAMPLING)

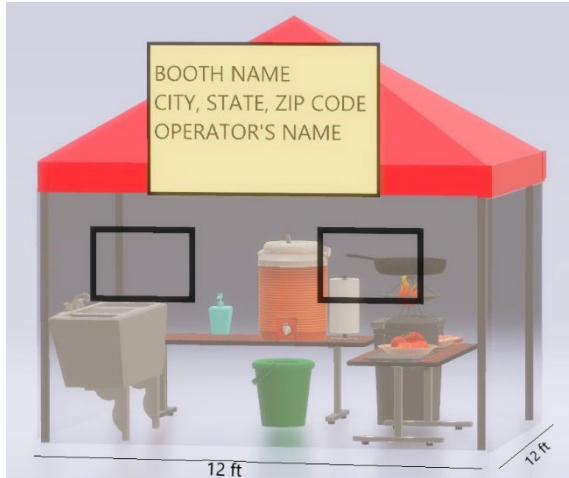
- Over-head protection is necessary to prevent contamination of the food.
- Pre-packaged foods only, cold and hot holding allowed



### RISK CATEGORY 1B OUTDOOR BOOTH (WITH SAMPLING)

- Over-head protection is necessary to prevent contamination of the food.
- Pre-packaged foods, cold and hot holding allowed
- No onsite mixing, cutting, or food prep allowed
- Bulk dispensing of beverages
- Handwash sink required
- Sampling must be pre-portioned at an approved food facility





## RISK CATEGORY 2 OUTDOOR BOOTH

- Full enclosure is required when food is prepared on-site.
- Samples can be prepared on-site
- If required by local building or fire department, cooking equipment (ie. a fryer, anything with an open flame, etc.) may be used outside, directly adjacent to the booth. Must provide written proof.
- All food must be plated and further prepared inside the booth

For all Risk Categories, allowable booth materials are:

- ❑ Sides – canvas, plastic, or fine mesh screening (16 mesh/sq. in) with pass through openings
- ❑ Floors – concrete, asphalt, tight wood, or other similar cleanable material. Grass and dirt floor must be covered with a cleanable surface.

## DEMONSTRATION OF KNOWLEDGE

In Temporary Food Facilities where food is prepared (Risk Category 2), a person-in-charge must always be present. The person-in-charge must be knowledgeable in food safety and train all food handlers as it applies to their specific duties.

### ACCEPTABLE PROOF:

- ❑ Food Manager Certificate
- ❑ Food Handler Card
- ❑ A passing score of the Food Safety Quiz.



## FOOD FROM AN APPROVED SOURCE

Any food prepared prior to the event must be done in an approved commercial kitchen or commissary which is noted on the vendor application. If there is no approved commissary, all food must be purchased the day of and prepared at the event. Daily receipts or invoices must be maintained as proof for the inspector.

Foods that are canned, stored, or processed at a non-approved commissary or a residential kitchen are NOT allowed at a Temporary Event (unless from a registered or permitted Cottage Food Operation products with approved food items).

## COTTAGE FOOD OPERATIONS

Registered and Permitted Cottage Food Operators are allowed to sell their approved products at Temporary Event with a valid Temporary Food Facility Permit. Approved operators prepare and/or package very specific approved items (mainly non-potentially hazardous foods) in a private residential kitchen. Out-of-county Cottage Food Operators are allowed if the county in which their registration or permit is issued is within the state of California.

## FOOD PROTECTION

All customer self-service food items and utensils must be stored in such a way to prevent contamination, examples of acceptable equipment include:

- Sneeze-guards
- Hinged covers over food
- Protected dispensers
- Single-serve packets

## COOKING DEMONSTRATIONS

If samples of the food are not provided to the public, a permit is not required to operate. If samples of the food are provided to the public, a temporary event health permit is required and all requirements as a Risk Category 2-type food booth must be met.



## FOOD STORAGE

All food and food equipment must be stored at least 6 inches off the ground. Raw meats and prepared/ ready-to-eat food should be separated and stored in approved storage containers with tight fitting lids to help prevent cross-contamination.

## LIVE ANIMALS

Live animals are not allowed inside the food booths. Pets/animals must be kept at least 20 feet away from the food booths. Service animals (dogs) are exempted if the contamination of food, clean equipment, utensils, or single-use utensils cannot result.

## WATER SUPPLY AND WASTE DISPOSAL

The Coordinator and Vendors must make arrangements to provide supplies such as electricity, water, and waste disposal. At least 20 gallons of clean potable water shall be available for each Risk Category 2 Food Operation and at least 5 gallons of water for hand washing.

All liquid waste must be disposed of in a plumbed sewer drain or by means approved by Environmental Health and the local wastewater utility department. No wastewater may be discharged into the ground or storm drains.

The Coordinator must provide sufficient garbage containers for each booth and for the public eating areas. The containers must be vermin-proof and kept clean.



## HAND WASH FACILITIES

A hand wash station must be in an accessible location within booths where food is prepared, or samples are distributed. If a hard-plumbed sink with hot and cold potable water is not available, an alternative hand washing station may be used, consisting of the following:



- ❑ Warm potable water (100° – 108°F) stored in an Insulated food-grade container capable of maintaining warm water for the duration of the event. The container **must have a hands-free spigot** that can remain locked in the open position while washing hands.
- ❑ Liquid hand soap
- ❑ Single-use paper towels
- ❑ Wastewater container (five-gallon capacity)
- ❑ Garbage can

### EXCEPTIONS:

1. Warm water is not required in booths where only beer and wine are dispensed and sold.
2. Hand wash stations are not required in booths where only prepackaged food is sold and samples are not offered (hand washing facilities are required at the restroom area within 200 feet).



## Methods for Meeting Requirements

### Achieving Warm Water of 100° -108°F

Fill container with warm water at approved food facility and transport to the event or heat water at the event using a cooking range or an electric kettle.

### Hands-free Water Spigot

Containers with a push-button spigot can be retrofitted with a lever-type spigot; all materials used must be food-grade. Spigots may be purchased from the manufacturer or from stores where insulated water containers are sold (see the Resources List at the end of this document).

### Examples of Allowable Insulated Containers and Spigots



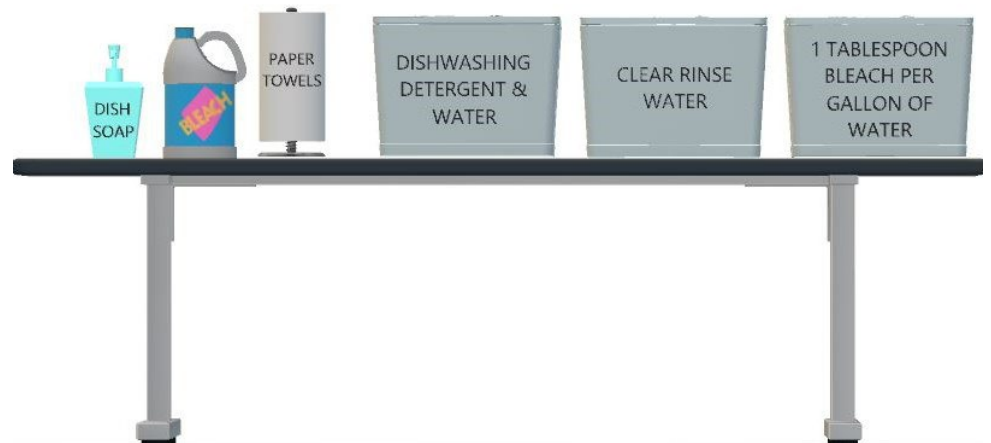


## ALTERNATE WARE WASH SET-UP

Required for all food operations lasting more than 4 hours and where no back-up utensils are available.

A three-container setup is required, consisting of:

1. Dishwashing detergent and water
2. Clean rinse water
3. Sanitizer rinse



Required sanitizer concentrations for ware washing and wiping cloth storage buckets:

- ❑ Chlorine Bleach: 100 ppm, 1 tablespoon of bleach per one gallon of water.
- ❑ Quaternary Ammonia: 200 ppm
- ❑ (For other types of chlorine sanitizer and quaternary ammonia, follow manufacturer's mixing instructions. Provide test strips to verify sanitizer concentration.





## SINGLE-USE UTENSILS

Food vendors shall provide only single-use utensils for use by consumers. Washing of multi- service plates, beverage cups, cutlery, etc. that are used by consumers is not allowed.

Exception – Beer and wine booths may pour into and refill glassware if employees are properly trained to handle glassware from the base or stem only. If the booth operators and employees are unable to follow safe refilling procedures on the day of the event, the inspector may require that all refills are distributed in single-use cups for the remainder of the event.

- ❑ Remove clean glasses from the box so that the rim of the glass is not touched (turn the box upside-down).
- ❑ When refilling glasses, do not touch the rim of the glass with the wine bottle, the beer dispensing equipment or hands.
- ❑ Wash hands frequently.

## SAFE FOOD HANDLING REQUIREMENTS

### COOKING TEMPERATURES

Use an accurate probe thermometer to check the internal cooking temperature of foods. Minimum cooking temperatures:

	165°F for 15 seconds – Poultry; comminuted poultry; stuffed meat, fish, and poultry.
	155°F for 15 seconds – Ground beef, other comminuted meat, and eggs.
	145°F for 15 seconds – Fish; single pieces of meat including beef, veal, lamb, pork and game animals.



Food that is less than thoroughly cooked may be sold only if specifically requested by a consumer or if the food facility operator clearly notifies the consumer verbally or in writing at the time of ordering that the food is raw or less than thoroughly cooked.

## **HOT AND COLD HOLDING TEMPERATURES**

A Potentially Hazardous Food (PHF) is a food that requires a time or temperature control to limit pathogenic micro-organism growth or toxin formation. In other words, foods that if left out of temperature, can grow organisms that cause food-borne illness.

- **Hot Holding:** 135° F or higher
  - Equipment – steam table, chafing dishes with “sterno” or other heating element.
- **Cold Holding:** 45° F or below
  - Equipment – refrigerators or by fully submerging food in ice.
- Hot food held at or above 135° F, or cold food held between 41° F and 45° F must be discarded at the end of the day.

## **THAWING**

Food must be thawed in the refrigerator, under cold running water, in the microwave or during the cooking process. Never thaw food at room temperature.

## **REHEATING**

Food that is cooked, cooled and reheated for hot holding shall be reheated to 165° F for at least 15 seconds. Commercially processed or hermetically sealed food shall be reheated to at least 135° for hot holding. Reheating must be done rapidly.





## COOLING

Cool food rapidly from 135° F to 70° F within 2 hours, then place in the refrigerator and continue to cool from 70° F to 41° F within 4 hours (total = 6 hours). Stir food frequently, do not cover until completely cooled. Use approved methods to facilitate the cooling process, examples:



Ice Wand



Ice Bath



Shallow or Smaller  
containers

**\*Recommended to be done at commissary/commercial kitchen\***

## LIMITING BARE HAND CONTACT WITH READY-TO-EAT FOODS

Employees must limit bare hand contact with ready-to-eat foods (e.g., salad ingredients, sandwiches, burritos, chips, etc.) by using a barrier such as:



•Single use gloves



•Tongs



•Spoon/Fork



## EMPLOYEE HEALTH AND HYGIENE

Employees experiencing acute gastrointestinal illness or infected with a communicable disease that is transmissible through food shall be excluded or restricted from the food operation to prevent the spread of food-borne illness.

Employees experiencing persistent sneezing, coughing, or runny nose that cannot be controlled by medication shall not work with exposed food, clean equipment, or unwrapped single-use utensils.

### RESTROOMS

Provide at least one toilet for every 15 food employees. Restrooms must be located within 200 feet of the food booths. Approved hand washing facilities must be available at the restrooms with clean potable water for hand washing. Employees must wash hands in the restroom and once again in the food booth, prior to handling food or clean equipment.

### HAND WASHING

Employees must wash hands before touching any food or clean equipment, between tasks, and after any chance of contamination.

- Proper hand washing procedure: Wash hands with warm water and liquid hand soap for at least 10-15 seconds. Pay particular attention to the areas underneath the fingernails and between the fingers. Rinse with clean running water and dry with single-use paper towels.





## DEFINITIONS

- **Community Event** – an event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by Environmental Health.
- **Coordinator** – person from the sponsoring organization coordinating the food operation of a community event.
- **Food Vendor** – operator providing food to the public (for free or for a charge).
- **Potentially Hazardous Food (PHF)** – food that requires time or temperature control to limit pathogenic microorganism growth or toxin formation. In other words: food that, if left out of temperature, can grow organisms that cause food-borne illness.
- **Ready-to-Eat Foods** – food that is in a form that is edible without additional preparation or cooking. If raw or partially cooked food of animal origin (meat), the consumer is advised.
- **Single-Use Utensils** – a food contact implement or container designed and constructed for one-time, one-person use, after which they are intended for discard.
- **Temporary Event (TE)** – an approved community event where food is sold or offered to the public.
- **Temporary Food Facility (TFF)** – a food facility that operates at a fixed location for the duration of an approved community event.



**RESOURCE LIST**

**COUNTY RESTAURANT SUPPLY**

711 Old County Road  
 San Carlos, CA 94070  
 (650) 591-8500  
[www.crscatalog.com](http://www.crscatalog.com)

**RESTAURANT DEPOT**

2045 Evans Avenue  
 San Francisco, CA 94124  
 (415) 920-2889  
[www.restaurantdepot.com](http://www.restaurantdepot.com)

**EAST BAY RESTAURANT SUPPLY**

49 4TH Street  
 Oakland, CA 94607  
 (510) 465-4300  
[www.eastbayrestaurantsupply.com](http://www.eastbayrestaurantsupply.com)

**ROCKET RESTAURANT RESOURCE**

2940 7TH Street  
 Berkeley, CA 94710  
 (510) 859-6950  
[www.rocketrest.com](http://www.rocketrest.com)

SAN MATEO COUNTY ENVIRONMENTAL HEALTH DIVISION DOES NOT RECOMMEND OR ENDORSE ANY PARTICULAR VENDOR OR PRODUCT.

If you are a restaurant supply retailer or manufacturer and would like to be added to our Resource List, contact Environmental Health. Please note that as laws and regulations change, the information provided in this document will be updated without notice. Contact Environmental Health for the most current information.

If you would like additional training or resources on the information provided, please contact Environmental Health at (650) 372-6200.