

Alameda County Environmental Health Department (Excludes Berkeley)

Temporary Food Booth Application

Complete this application and email to [DEHWEBBILLING@acgov.org](mailto:DEHWEBBILLING@acgov.org)

Food Trucks or Trailers may not use this application. Contact 510-567-6724 for more information

Date Rec'd: / /		Rec'd By:	PE Code:	Amount: \$	EV#:	Approved By:	Date: / /
Booth Owner's Name:							Office Use OW#
Business Phone: ( ) -				Cell Phone: ( ) -			
E-mail Address:				Fax #: ( ) -			
Business Address:				Mailing Address (if different from Business Address):			
Street Address				Street Address			
City, State, Zip				City, State, Zip			
Name of Your Booth (DBA): Submit one application for every booth							Office Use FA#
Event Name:							Sponsor EV#
Event Location:							
Street Address		City		State		ZIP	
Booth Operation Dates (4 contiguous days or 90-day permit)							EV#
Start Date:		End Date:		Sponsor Phone: ( ) -			
Event Sponsor Name:			Sponsor Phone:		Sponsor Email:		
Provide information for a Commercial Kitchen with a valid health permit and/or State Food Processing License or approved Cottage Food Operator Registration							
Name: _____ Phone ( ) - _____ Email/Fax: _____							
Street Number		Street Name		City		State	
				County		Zip code	

MENU				
Name of Food or Beverage (If needed, attach separate page to include all menu items)	Prepared Off-Site (Check One)		List the Cooking Equipment to Be Used In the Booth (See Advisory Notice on Pg 4!)	List the Hot and Cold Holding Equipment to Keep Foods at Proper Temperature
<b>Chafing dishes with sterno not allowed!</b>				
1	Y	N		
2	Y	N		
3	Y	N		

Answer/Provide the following information. Do not leave anything blank. Use N/A if it does not apply Refer to [http://www.acgov.org/aceh/food/TempFood\\_Facilities\\_101-pocket-guideline.pdf](http://www.acgov.org/aceh/food/TempFood_Facilities_101-pocket-guideline.pdf) for help in Answering the below questions

- **Attach** a copy of the Food Safety Certificate or A Food Handler Card of an employee working in your booth.
- **Complete** the food safety quiz on page 5 and 6 if you do not have a Food Handler Card or Food Safety Certificate
- **Required** small equipment: Probe food thermometer(0° F- 200°F), sanitizer test strips, separate bucket of sanitizer to store cloth towels, garbage cans and liners

How will you make sure that utensils & equipment arrive at the event in a clean and sanitary condition?

How will potentially hazardous foods be kept hot during transportation to the event and at the event?

How will potentially hazardous foods be kept cold during transportation to the event and at the event?

How will food be protected from possible cross-contamination during transportation to the event?

What equipment will be used to wash/rinse/chop/cut/marinade/batter/skewer or otherwise prepare food in the booth?

Provide a fully enclosed booth for open food booths. YES or NO. If no, explain

Where will you dispose of the dirty water collected from hand and utensil washing and used fry oil?

**Closure** of the booth operation by a department health inspector will occur if the following violations are observed:

Lack of handwashing or utensil wash facilities, foods found at unsafe temperatures, unsafe equipment, foods brought from home, fly infestation, cross contamination or unsanitary conditions,

- Plumbed Sink  
or
- Gravity Flow 5 gallon container with free flow spigot to allow warm water to flow with both hands free, wastewater bucket, liquid soap and paper towels. See Figure Below
- Plumbed 3 compartment sink  
or
- Three 5 gallon containers or buckets See Figure Below

#### HAND WASH SET-UP

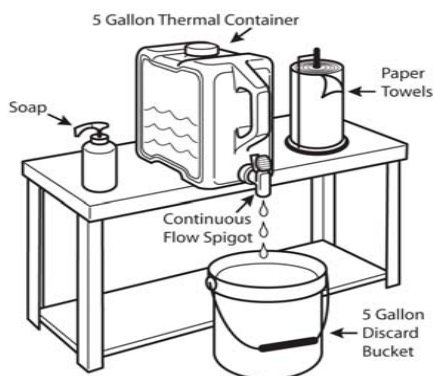
##### WASH HANDS

###### Before

- Starting to Work
- Handling Ready to Eat Food

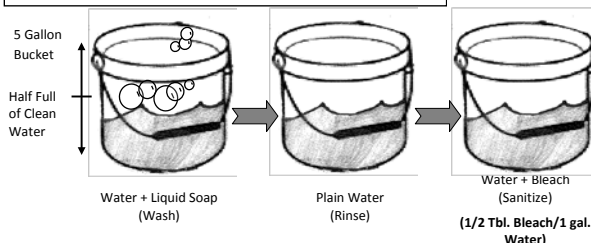
###### After

- Using Restroom
- Sneezing
- Coughing
- Touching Raw Food
- Touching Face or Hair
- Eating or Drinking
- Emptying Garbage
- Smoking
- Any chance of Contamination



#### UTENSIL WASH SET-UP

- Step #1: Wash
- Step #2: Rinse
- Step #3: Sanitize  
(1/2 Tablespoon Bleach for 1 Gallon Water)
- Step #4: Air Dry



**Temporary Event Booth Operator Fees effective July 1, 2015 through June 30, 2016**  
**Vendors operating without a valid permit will be charged a penalty up to three (3) times the permit fee.**

CIRCLE APPLICABLE PERMIT FEE CATEGORY	NON-PREPACKAGED FOODS (Food preparation, handling & portioning; Foods served to customers without packaging)		PREPACKAGED FOODS (Prepackaged food or beverages served to customers in original, unopened package)	
	1 to 4 Contiguous Days	5 to 25 Days in a 90 Day Period (Same Event)	1 to 4 Contiguous Days	5 to 25 Days in a 90 Day Period (Same Event)
Program Element	P/E 1903	P/E 1904	P/E 1905	P/E 1906
Permit Fee	\$165	\$333	\$96	\$180
*50% Late Penalty	\$82.50	\$166.50	\$48	\$90
*Total Due with Penalty	\$247.50	\$499.50	\$144	\$270
**Fee Exempt Forms	<a href="http://www.acgov.org/aceh/forms.htm">http://www.acgov.org/aceh/forms.htm</a>			
**Fee Exempt, Late Penalty	\$54.00/booth	\$54.00/booth	\$54.00/booth	\$54.00/booth

Office Use Only	Fee Exemption: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	Exemption Category: <input type="checkbox"/> Government <input type="checkbox"/> School <input type="checkbox"/> Veteran <input type="checkbox"/> Charity <input type="checkbox"/> Other

\*Applications, payments and fee exemptions received less than 5 business days before the event will be charged a 50% penalty fee.

- A Health Permit is required to sell or give away food or beverage to the public. A Temporary Food Booth Operator Application must be submitted for each temporary food booth that sells or gives away food or beverage.
- Go to [www.acgov.org/aceh/food/temp.htm](http://www.acgov.org/aceh/food/temp.htm) to review Temp Food Facilities Pocket Guide, FAQ's and to download additional forms.
- Food Booth Operator permits will not be issued until a Sponsor Permit has been issued for the event. Sponsors can obtain a Sponsor Application at <http://www.acgov.org/aceh/forms.htm>.
- Temporary Food Booth Operator Permit Applications must be submitted at least 10 business days before the event.
- If an event is cancelled or an application is rejected, 50% of the application fee may be refunded.
- A 14 business day hold will occur before issuance of permit(s) if paying by check. Make check payable to: "Alameda County Environmental Health". Mail completed application and check to:  
 Attn: Special Events Coordinator, Alameda County DEH, 1131 Harbor Bay Parkway, Alameda, CA 94502-6540
- To pay by credit card, send your application via email to [DEHWEBBILLING@acgov.org](mailto:DEHWEBBILLING@acgov.org) or fax the request to (510)337-1139. Our Finance Unit will issue you an Invoice Number so you can pay the permit fee online at <http://www.acgov.org/aceh/billing/index.htm> . Call 510-567-6858 if you need online payment assistance.

*I will comply with the requirements of a Temporary Food Booth.*

Application completed by (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Best Phone Number to Reach you: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

**Please complete/review pages 1-6 of this application. Incomplete applications will not be accepted.**

Remember to enclose copies of:

- ✓ Booth Worker's Food Safety Certificate or Food Handling Card or
- ✓ Food Safety Quiz
- ✓ Commercial Kitchen Health Permit and/or
- ✓ State Food Processing License
- ✓ Permit Fees

Office Use

**Unit 5- Vehicles and Temporary Events**

Alameda County Department of Environmental Health  
 1131 Harbor Bay Parkway, Alameda CA 94502  
 Office (510)567-6858 - Fax (510)337-1139

Permit Questions: [Stephanie.Lee@acgov.org](mailto:Stephanie.Lee@acgov.org)  
 website: [www.acgov.org/aceh/food/temp.htm](http://www.acgov.org/aceh/food/temp.htm)  
 Dept. Supervisor: [valerie.strother@acgov.org](mailto:valerie.strother@acgov.org)  
 Submit Applications to: [DEHWEBBILLING@acgov.org](mailto:DEHWEBBILLING@acgov.org)

## Advisory for Temporary Food Booth operators in Alameda County - Effective March 11, 2011

- 1- Under the requirements of the California Health and Safety Code you must protect food from contamination.
- 2- At temporary events some types of cooking equipment must be moved at least 20 feet away from the tent. (California State Fire Code)
- 3- The following chart gives some examples of types of equipment which have been seen at events and the types of protection you must provide to protect the food while cooking.
- 4- Be prepared to provide overhead protection for any equipment the fire department requires outside.
- 5- All protection must be constructed to not have sharp corners or sides, be resistant to the wind, and be all metallic (legs and cover.)
- 6- If you have questions please submit a photo to this department for comment and suggestions.

Equipment	Might be allowed inside	Must be outside	Types of overhead protection possible (numbers show several possibilities)
BBQ solid fuel grills		x	None required
Smokers		x	None required
Propane grills		x	None required
Pot stoves (cooking rings)		x	1-Lids for pots 2-Metallic cover right above unit 3-Metallic cover above unit and cook
Small Coleman style camp stoves	Maybe. Depends on the size of the gas bottle. Check with local fire dept	x	1-Lids for pots 2-Metallic cover right above unit 3-Metallic cover above unit and cook
Deep fat fryers		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook 3-Screened lid
Chafing dishes with sterno	Not allowed-cannot keep foods at temperature	Not allowed-	Not allowed-cannot keep foods at temperature
Small (butane) cook stoves	Yes (check with local fire dept)		
Gyro cook units (gas)		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook
Gyro cook units (electric)	Yes (check with local fire dept)		
Propane steam table with enclosed flame	Yes (check with local fire dept) (but the propane tank must be outside of the tent and secured.)		
Electric steam table	Yes		
Electric espresso machine	Yes		
Electric oven	Yes		
Propane griddle with enclosed flame	yes (check with local fire dept) (but the propane tank must be outside of the tent and secured.)		
Cooking pancakes on a camp stove	Maybe. Depends on the size of the gas bottle. Check with local fire dept	x	1- Metallic cover right above unit 2-Metallic cover above unit and cook
Electric heat lamps	Yes		
Corn roasters (trailers with the corn inside the roaster)		x	None required
Electric crock pots	Yes		
Popcorn machines (electric)	Yes		
Propane- kettle corn cookers with enclosed flame	Yes (but the propane tank must be outside of the tent and secured.)		
Electric waffle makers	Yes		
Electric woks	Yes		
Propane woks (cooking ring, pot stove)		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook
Electric skillet	Yes		
Donut making machine	Yes		
Steam style trailers (hot dogs or tamales)	Yes (but the propane tank must be outside of the tent and secured.)		
Enclosed flame cooking units	Generally inside is ok unless it is grease producing.		



## FOOD SAFETY QUIZ for Temporary Food Facility Operators

Booth Name:

Event Name and Date(s):

Proper food safety knowledge and procedures will help ensure that the public receives safe food and beverages. This short quiz is designed to be a tool for identifying additional training needed before you operate your food booth.

- Potentially hazardous foods (PHF) require temperature control to prevent the growth of bacteria. Which food is not a PHF?  
a. Cooked rice                      b. Grilled chicken                      c. Cut melon                      d. Packaged potato chips
- All cold PHF should be kept at or below \_\_\_\_\_ degrees Fahrenheit.  
a. 0                      b. 31                      c. 45                      d. 70
- All hot PHF should be served immediately to the customer or be held at or above \_\_\_\_\_ degrees Fahrenheit.  
a. 41                      b. 70                      c. 100                      d. 135
- True or False. Food stored and prepared at home may be served or sold to the public.  
a. True                      b. False
- Which of the following are effective means of ensuring food remains at a proper temperature during hot holding (e.g., in a steam-table or heated chafing dish. Note: Sterno is not allowed. Electric or butane or propane are ok.)  
a. Cook food properly prior to placement into hot holding  
b. Use two food pans (inserting one inside another) to prevent burning  
c. Preheat steam-table prior to using it with hot food  
d. Tightly cover food pans and stir food frequently  
e. All of the above
- True or False. You are required to have an accurate probe type thermometer available in your booth if you are handling foods that require temperature control.  
a. True                      b. False
- All food preparation should be performed \_\_\_\_\_ the booth.  
a. Inside                      c. Anywhere near the booth  
b. Outside                      d. Both at home and at the booth
- True or False. After barbecuing foods on a grill located outside of your booth you may serve the barbecued foods directly to customers outside of the booth.  
a. True                      b. False
- What should you do with any leftover hot food at the end of each day?  
a. Throw it away.  
b. Cover it, refrigerate it and re-use it the next day of the event.  
c. Cover it, keep it at room temperature and re-use it the next day of the event.  
d. Use it as an ingredient for another dish to sell to customers the next day of the event.

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10. How should self-serve condiments be available to customers?
- a. In squeeze bottles
  - b. In containers with a hinged lid
  - c. In individual packets
  - d. Any of the above
11. The following tasks should be assigned to different workers in your food booth: handling money, preparing ready-to-eat food, handling raw meat and poultry. Why?
12. True or False. A person in charge shall be present in the booth during all hours of operation.
- a. True
  - b. False
13. When should a food handler wash his or her hands?
- a. After touching his or her face
  - b. After touching money
  - c. After using the restroom
  - d. All of the above
14. True or False. Food handlers are required to minimize bare hand contact with ready-to-eat foods by wearing gloves, by using utensils or other implements to handle food.
- a. True
  - b. False
15. A utensil washing station is not required in your booth if:
- a. Only packaged food is sold
  - b. Unpackaged food is prepared in your booth
  - c. Utensils are used
  - d. Equipment is used
16. Utensil wash stations should have at least 3 buckets: (1) for soapy water, (2) for rinsing, and (3) for sanitizing. When using chlorine bleach as a sanitizer, how much should be used?
- a. 1/4 teaspoon per 2 gallons of fresh, potable water
  - b. 1/2 teaspoon per 2 gallons of fresh, potable water
  - c. 1 teaspoon per 2 gallons of fresh, potable water
  - d. 1 tablespoon per each gallon of fresh, potable water
17. What 4 items are important to have at your booth's hand wash station?
- (1)
  - (2)
  - (3)
  - (4)
18. True or False. Food booths with unpackaged food are required to supply warm water (at least 100° F) for hand washing purposes.
- a. True
  - b. False
19. In your booth, at least \_\_\_\_gallons of water is required for hand washing and at least\_\_\_\_gallons of water total is required for food preparation and utensil washing.
- a. 1; 5
  - b. 5; 5
  - c. 5; 10
  - d. 5; 25
20. True or False. Wash water and other liquid waste (ice melt, etc.) may be drained into a leak-proof container and then disposed of onto the ground or into storm drains.
- a. True
  - b. False

Your Name (Print):	Phone Number:
Your Signature:	Today's Date: