

Application for a Community Event

A **Community Event** is an event that includes the sale or give away of food to the public by two or more food vendors. If you advertise your event with flyers, banners, newspaper articles, social media or by other methods, it is considered a community event. Food means all raw, cooked, or processed edible items, ice, or beverages. This definition includes bottled water and alcoholic drinks.

A **Community Event** is an event that is of a *civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the Environmental Health Division (KCEHD).*

A community event does not include grand opening celebrations, customer appreciation celebrations, or food given away to promote sales at non-food related facilities.

How do I obtain a permit for a Community Event?

- Read this document.
- Complete and sign the forms.
- At least one month prior to the event, submit the forms to KCEHD.
- All permit fees associated with the community event must be received before permits may be issued.
- All permits for the event must be obtained at least 14 days before the event.

Important Information

- A food vendor cannot participate at the event if they do not receive a permit at least 14 days prior to the event.
- The event cannot have more vendors than the Community Event permit allows.
- Any food vendors that operate at a community event without a permit or are not on the list of participating vendors must immediately leave the event. If they do not leave, the community event permit will be suspended. The Event Organizer and/or food vendors may be cited and subject to a penalty of \$250.00, \$500.00 or \$1,000.00.
- All time associated with the enforcement of unpermitted vendors at the event will be billed to the Event Organizer.
- The Event Organizer is responsible for verifying that all food vendors are following all health regulations.

The completed application can be emailed to EH@kerncounty.com and fees can be paid by phone with a credit card or by mail with a check made payable to Environmental Health Division, 2700 M Street, Suite 300 Bakersfield, CA 93301.

Grounded in Health

2700 M St., Suite 300, Bakersfield, CA. 93301 | 661.862.8740 | www.kernpublichealth.com

The health permit fee is determined by how many food vendors will be at the event.

Number of Food Vendors	Application Fee	Permit Fee	Total Fees
Small Event (2-5 vendors)	\$140.00	\$325.00	\$465.00
Medium Event (6-15 vendors)	\$140.00	\$420.00	\$560.00
Large Event (over 16 vendors)	\$140.00	\$570.00	\$710.00

Fees are reduced if you have a 501(c)(3) tax designation; please complete the Exemption From Permit Fees Form and attach the 501(c)(3) documentation. <https://kernpublichealth.com/wp-content/uploads/2020/10/Exemption-from-Permit-Fees-2011.pdf>

EVENT ORGANIZERS APPLICATION

The Event Organizer must submit a completed application **at least 30 days prior to the event.**

A complete application includes:

- Application page - Check Community Event Sponsor box
- Application part 2
- List of vendors with menu and contact number. No new vendors will be permitted by KCEHD less than 14 days prior to the event.
- Layout of event including restrooms, common hand washing or utensil washing facilities.
- Payment of Environmental Health Permit application and Environmental Health Permit fees

Please notify us as soon as possible if there are changes to your application, such as:

- Dates of the event
- Location of the event
- Event organizer contact name and telephone number
- If there will be no food or drink at your event
- Addition of a vendor(s) or change in vendor(s)

FOOD VENDORS

Each food vendor, whether for profit or nonprofit, are required to obtain an Environmental Health Permit to operate at a Community Event **at least 14 days prior to the event.**

1. Temporary Food Facility Permit – vendors that sell food from a temporary booth.
2. Restaurants, markets, cottage food operations, organizations that sell food at community events must obtain a Temporary Food Facility Permit.
3. Beer and beverage vendors must obtain a Temporary Food Facility Permit.
4. Food vendors such as hot dog carts, catering and mobile food preparation vehicles that have a current Environmental Health Permit **do not** need to obtain a Temporary Food Permit.

Guide to Temporary Food Facilities

The booklet “Temporary Food Facility Guidelines” is available at the Kern County Public Health Services Department website or available by E-mail upon request. This booklet contains vital information about booth set up; basic food safety handling practices and requirements; a facility checklist to ensure that the booth complies prior to inspection; and the application form for a Temporary Food Facility.

POTENTIAL FOR FOODBORNE ILLNESS AT A COMMUNITY EVENT

Large numbers of people attend community events and many types of foods are served. Many food vendors are inexperienced in proper food handling. The following factors contribute to possible foodborne illness at a community event:

- ✓ Food out of temperature (cold food must be at 41° F or less, hot food must be 135° F or higher.
- ✓ Poor food handling practices
- ✓ Insufficient protection of food from contamination
- ✓ Insufficient cold or hot holding equipment
- ✓ Inadequate equipment
- ✓ Unapproved source of food
- ✓ Contamination by workers or other source

QUESTIONS OR TO MAKE A PAYMENT

If you have any questions regarding event organizer information or food booths or would like to make a payment or renew an annual permit, please call the food program at (661) 862-8740.

ENVIRONMENTAL HEALTH PERMIT APPLICATION FORM

Environmental Health Division of Public Health Services Department
2700 "M" Street, Suite 300, Bakersfield, CA 93301

<input type="checkbox"/> New Business	<input type="checkbox"/> Ownership Change Date: _____	<input type="checkbox"/> Information Change Date: _____
Check applicable boxes and complete entire application	<input type="checkbox"/> Temporary Food Facility – Year <input type="checkbox"/> Temporary Food Facility – One Event <input type="checkbox"/> Community Event Sponsor	<input type="checkbox"/> Charitable Feeding Operation – Registration <input type="checkbox"/> Charitable Feeding Operation <input type="checkbox"/> Cottage Food A <input type="checkbox"/> Cottage Food B

OPERATOR INFORMATION

Name:					
Address:					
City:		State		Zip	
Home Phone:		Cell Phone		Fax	
E-Mail Address:					

BUSINESS INFORMATION

Business Name (DBA):					
Business Address:					
City:		State		Zip	
Business Phone:		Cell Phone		Fax	
E-Mail Address:					

BILLING INFORMATION

To which address do you want your renewal invoice sent Business Mailing Address Operator Address Other

If you checked other, what is the address?

Name	Street Address	City	Zip

Approval of this application and issuance of an Environmental Health Permit is required before beginning operation. Failure to obtain both may result in a misdemeanor citation and/or closure. By signing this application, you agree to operate in accordance with all applicable state laws and local ordinances.

Signature	Print Name	Date
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FOR OFFICIAL USE ONLY

Program ID	Facility ID	Previous Owner ID	New Owner ID
Accounting ID	PE Code(s)		Service Request No.
Total Fees Paid	Received By	Date Paid	Date Mailed

COMMUNITY EVENT ENVIRONMENTAL HEALTH PERMIT APPLICATION (Part 2)

Community Event Name	Dates of Event	Event Hours
Location	Set up Time	# of Food Vendors
Sponsor Information		
Name of Sponsor/Organization	Tax Exempt I.D.#	
Address	Phone Number	
City, State, Zip Code	Alternate Phone Number	
Responsible Person Information		
Name of Responsible Person	Title	
Address	Phone Number	
City, State, Zip Code	Alternate Phone Number	

Site Plan

Draw or include a site plan that includes the following:

1. Location of all food facilities
2. Location of all toilets
3. Location of all shared utensil washing
4. Location of all shared hand washing sinks
5. Location of janitorial facilities

Have you attached your site plan?	Yes	Initial
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If an event will be **longer than 3 days** complete the following information about the person responsible for the maintenance and proper operation of all shared facilities:

Name	Phone Number	Alternate Phone Number

This completed application and the list of participants **must** be submitted at least **30 days prior to the event.**

I have read the responsibilities that are required of me to be an event organizer and I agree to comply with the California Retail Food Code.

Signature of Applicant

Print Name

Date

Site Plan

If you have not included your site plan, please draw one here.

Community Event Vendors

LIST ALL PARTICIPANTS PLANNING TO SERVE FOOD OR BEVERAGES AT THE EVENT

Program Number	Business/Organization Name	Applicant's Name	Menu	Daytime Phone #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Please return this completed form two weeks prior to the event to Kern County Public Health Services Department, Environmental Health Division
2700 M Street, Suite 300 Bakersfield, CA 93301 Fax (661) 862-8701 Phone (661) 862-8740