



County Environmental Health Division  
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 Internet Web Site Address: [www.ventura.org/rma/envhealth](http://www.ventura.org/rma/envhealth)

<b>FOR OFFICE USE ONLY</b>	
Rcd By _____	
Date _____	
Amt Rcd _____	
Rcpt # _____	
Check # _____	
PR # _____	
Fee to Record: _____	(This is the "full" fee)
Fee Received: _____	(This is the fee if a waiver or reduction)

## SPECIAL EVENT TFF OPERATOR APPLICATION

### INSTRUCTIONS:

1. **The operator of each Temporary Food Facility (TFF) must complete this application at least 2 weeks prior to the start of the event.**
2. Submit the application and the fee to THE SPECIAL EVENT ORGANIZER. The event organizer schedules an appointment with the EHD Special Event Coordinator **at least 2 weeks prior to the start of the event** (see #6 below).
3. **Applications or payments received in the mail from either a TFF operator or an organizer will be returned.**
4. Refer to the Temporary Food Facility Requirements and Procedures for a complete list of requirements.
5. **Submit a drawing of the TFF.** Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, and customer service areas. (See page 5 of this application).
6. EHD Special Event Coordinators:

For events located at-	Contact-
a. Ventura, Ojai, Oakview, Oxnard, Port Hueneme, or the Ventura County Fairgrounds	Martha Ramirez 805/654-2647 Email: <a href="mailto:Martha.Ramirez@ventura.org">Martha.Ramirez@ventura.org</a>
b. Piru, Fillmore, Santa Paula, Camarillo, Moorpark, Newbury Park, Thousand Oaks, Oak Park, Westlake, or Simi Valley	Holly Sinclair 805/654-2431 Email: <a href="mailto:Holly.Sinclair@ventura.org">Holly.Sinclair@ventura.org</a>

### PART A: VENDOR INFORMATION

Name of event:			
Name of event ORGANIZER:			
Location of event:			
Dates and times of operation:			
*Date and time TFF Operator will be ready for inspection:			
Name of business or organization (TFF Operator):			
Name of person in charge of the TFF:			
TFF Operator mailing street address:			
TFF Operator mailing city, state, zip:			
TFF Operator's	Area Code/Telephone #	Area Code/Fax #	Area Code/Cell Phone #

**\* NOTE: THE FACILITY MUST BE READY FOR INSPECTION BY SCHEDULED TIME. FAILURE TO BE READY BY SCHEDULED TIME MAY RESULT IN DENIAL OF PERMIT.**

► I have submitted this application 2 weeks before the event: Yes \_\_\_ No \_\_\_

The fees shown on this page are effective for events occurring after July 1, 2009.

**PART B: FOOD FACILITY FEES AND WAIVERS** (Check appropriate items)

√	Type of TFF	Fee Due
	<b>1. TFF-1: Handling open foods or potentially hazardous foods</b>	
	a. 1-Day	\$61.00
	b. 2-Day	\$100.00
	c. 3-Day	\$121.00
	d. 4-Day	\$142.00
	e. 5-Day	\$163.00
	<b>2. TFF at a Certified Farmers' Market (3-month permit)</b>	\$100.00
	<b>3. Full Fee Waiver</b> <span style="float: right;">Fee Amount Waived = \$ _____</span> Requirements to qualify for a full fee waiver: a. The TFF is operated by a non-profit organization. b. Name of person providing food safety oversight: _____ c. This person completed an EHD TFF food safety course on ____ / ____ / ____  <i>Provide a copy of the TFF training certificate, documentation of non-profit status, and complete the declaration, Part C, this page. If oversight is provided by event organizer, check here ____.</i>	
	<b>4. 50% Fee Reduction</b> <span style="float: right;">50% of Fee Amount = \$ _____</span> Requirements to qualify for a 50% fee reduction: a. Name of person providing food safety oversight: _____ b. This person completed an EHD TFF food safety course on ____ / ____ / ____  <i>Provide a copy of the TFF training certificate and complete the declaration, Part C, this page. If oversight is provided by event organizer, check here ____.</i>	
	<b>5. TFF-2: Handling only pre-packaged, non-potentially hazardous foods</b>	\$0.00
<b>Calculate the total fee due from above (#1a, b, c, d, e, or #2 minus #3 or #4 = )</b>		<b>\$</b>

**PART C: TFF DECLARATION-To be completed only if you possess a valid EHD TFF Training Certificate**

I received a certificate after attending the Ventura County Environmental Health Division's (EHD) TFF food safety course; OR, having attended training in person previously, completed the EHD "online" course. I hereby certify that I will be available at the event. I understand that I must be present during booth setup and permitting. I hereby accept responsibility for sharing the food safety knowledge I received at the above course with the TFF operators. Print and sign your name below:

Print First & Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete the following information:**

- EHD food safety course, either class or "online", completed on: \_\_\_\_ - \_\_\_\_ - \_\_\_\_
- I will be available at the event which occurs on [date(s)]:

3. Event Name:

**PART D: FOODS**

**NOTE: STATE LAW PROHIBITS THE USE OF A PRIVATE HOME FOR FOOD PREPARATION AND/OR STORAGE.**

- 1. Have you ever participated in previous events in Ventura County? Yes \_\_\_ No \_\_\_
- 2. List all foods and beverages to be prepared or served from the TFF (*be specific; for example: rice & beans*):

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- 3. Will foods be prepared in advance? Yes \_\_\_ No \_\_\_

- 4. Location of any off-site food preparation and/or storage:

Business Name \_\_\_\_\_

Street Address, City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Health Permit # \_\_\_\_\_

**NOTE: ATTACH A COPY OF THE CURRENT HEALTH PERMIT/LICENSE**

- 5. Describe how frozen and cold foods will be transported to the TFF (*Be Specific*).

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- 6. Describe how hot foods will be transported to the TFF (*Be Specific*).

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- 7. How will food temperatures be monitored during the event? (i.e., probe thermometer)

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- 8. How will hot foods be kept at or above 135 degrees Fahrenheit during the event?

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- 9. How will cold foods be kept at 45 degrees Fahrenheit or below during the event?

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10. If the event is two or more days, where will food be stored when the facility is not operating?

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**NOTE: DURING HOURS OF INOPERATION, COLD FOODS MUST BE STORED INSIDE REFRIGERATORS HOLDING AT OR BELOW 45 DEGREES FAHRENHEIT.**

**PART E: UTENSIL WASHING FACILITIES**

1. Three-compartment utensil washing sink with two integral drainboards and overhead protection provided by:

TFF Operator \_\_\_\_ OR Organizer/Promoter \_\_\_\_

*Complete items 2-4 if provided by the TFF Operator:*

2. Type of sanitizer and test strips to be used within the temporary food facility: \_\_\_\_\_

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3. Potable water source \_\_\_\_\_ If self contained potable water tank, # of gallons \_\_\_\_\_  
(25 gal. minimum per TFF is required for utensils)

Waste tank, # of gallons \_\_\_\_\_ If connected to an unlimited supply, then a 250-gallon waste tank is required (50% greater than the size of the potable water tank is required.)

4. Method of liquid wastewater disposal: \_\_\_\_\_

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**NOTE:** ► *Must use potable water to supply sinks. Use of irrigation water to supply TFFs is prohibited.*

- *Hoses used to provide water to TFFs must be made of food-grade material. Garden hoses are prohibited.*

**PART F: HANDWASHING**

1. **Within the booth**, is there a handwashing facility with warm water (100 degrees Fahrenheit) under pressure for a minimum of 15 seconds through a mixing valve or combination faucet plus handwashing cleanser and single-use paper towels provided? Yes \_\_\_\_ No \_\_\_\_

2. If no, describe alternate handwashing facility (be specific; for example: 5-gallon gravity flow container with hands-free spigot, soap, paper towels, and a catch basin): *(see illustration on the last page)*

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**Note: Alternate handwashing facilities are NOT allowed for events lasting 4 or more days or for TFFs operating at Certified Farmers' Markets.**

**PART G: TEMPORARY FOOD FACILITY CONSTRUCTION**

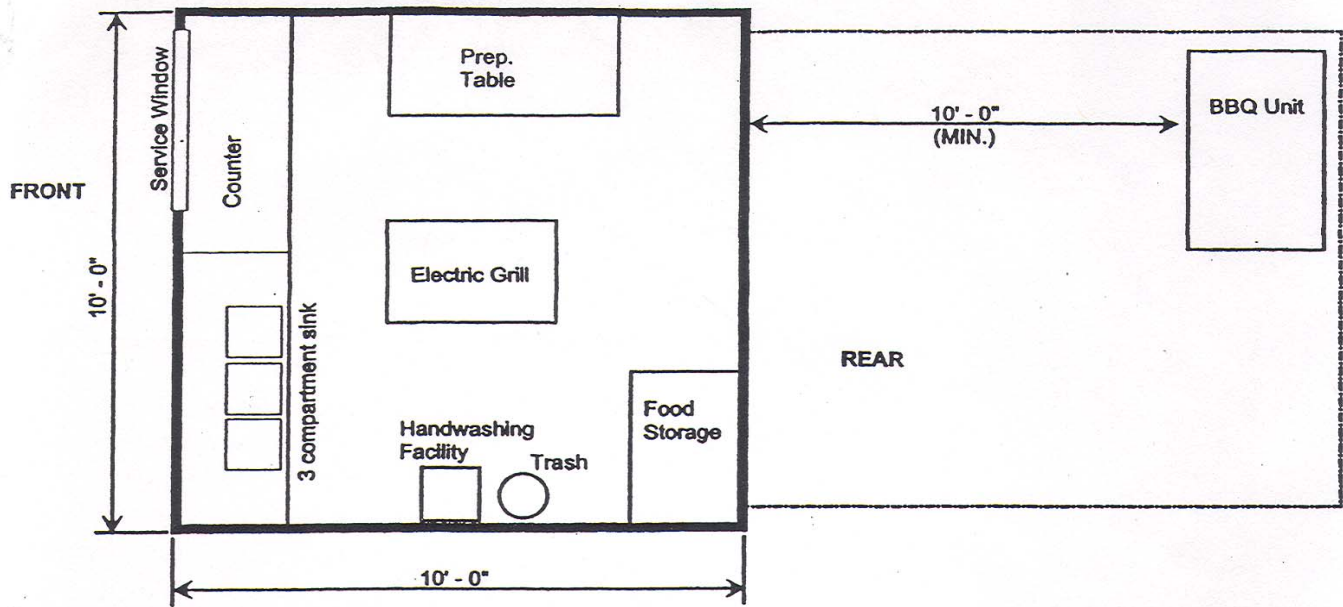
Describe the floor, walls, ceiling surfaces, and power source within the temporary food facility. Construction material such as plywood, State Fire Marshall approved canvas, and metal mesh fly screening may be used. If handling open food, the TFF shall be fully enclosed. Up to two service openings of 18 inches high by 24 inches wide on one or two sides are allowed. The openings must be separated by at least 18 inches. TFFs operating on grass or dirt must use plywood or similar material for floor surfaces.

- 1. TFF fully enclosed?    Yes \_\_\_\_\_                      No \_\_\_\_\_
- 2. Floor surface \_\_\_\_\_
- 3. Wall material \_\_\_\_\_
- 4. Ceiling material \_\_\_\_\_
- 5. Power Source \_\_\_\_\_

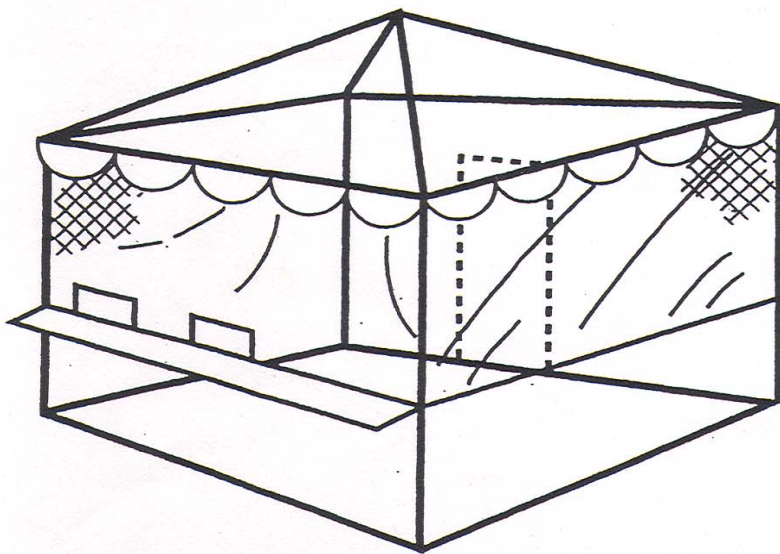
**NOTE:** The only operations not requiring fully enclosed booths are those that provide beverages and ice from an approved bulk dispenser or food items PREPACKAGED by the wholesaler at an approved off-site facility. These items must be sold in the original packaging.

**PART H: TFF DRAWING (Applicant must complete this section)**

**In the space below, provide a drawing of the TFF (Booth). Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, and customer service areas.**



Finish Schedule	Materials
Floor	Plywood
Walls	Plywood and Metal Mesh Screening
Ceiling	Flame proof canvas



**TFF Lay-out**

DRAWING NOT TO SCALE

Illustration of a gravity hand-wash setup

