



County of Santa Cruz

HEALTH SERVICES AGENCY Environmental Health Division

701 Ocean St. Room 312, Santa Cruz, CA 95060
(831) 454-2022 TDD/ TTY: Call 711
www.scceh.org



EVENT ORGANIZER REQUIREMENTS

PERMIT APPLICATION	
When is a Permit Required?	An Event Organizer permit is required for community events including 2 or more food vendors/ operators.
What Are Food Vendors/ Operators?	Anyone providing food (even if free of charge or for sampling) to the public at the event. Food includes any raw, cooked, or processed edible substance, ice, beverage, and ingredient used or intended for use or for sale in whole or in part for human consumption, and chewing gum.
Who Must Apply?	The organization or person responsible for holding the event must apply for the health permit. A person in charge and that has the authority to enact changes to comply with the applicable regulations must be assigned.
What is Required in an Application?	• A completed Event Organizer Health Permit Application • Application Fee • Proof of Planning Approval • Site Plan • List of Vendors/ Operators (with copy of health permitting)
Timeline to Obtain a Permit	In accordance with California Retail Food Code, Event Organizer Permit Application attachments, and fees must be submitted to Santa Cruz County Environmental Health at least 2 weeks before the event. Applications received in less than 2 weeks, but no less than 3 days, of the event will incur a 25% late fee. Applications received within 3 days of the event will not be accepted.

Type of Permit	An Annual Event permit is required for an event that operates throughout a season or year-round, such as swap meets. A Single Event permit is required for events that occur once a year, such as a harvest festival, marathon, or surf event. An Event at a Certified Farmers Market permit is required for an event operated in conjunction with a permitted Certified Farmers Market. A Certified Farmers Market is a venue approved by the local Agricultural Department where local farmers vend their produce. Certified farmers' markets are governed by a separate set of regulations, require a separate permit, and have a separate application process with Environmental Health. <i>Event organizer permits are site (for one location) and operator specific.</i> <u>Permits cannot be transferred to another location or person/organization.</u>
Event Descriptions	Standard Community Event – Defined as civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events. Swap Meet, flea market, or open-air market* – An event at which two or more persons offer merchandise for sale and meets one of the following conditions: • A fee is charged to sell merchandise. • A fee is charged for parking. • The event is held more than six times in any 12-month period. *Swap meets, flea markets, and open-air markets are limited to pre-packaged, non-potentially hazardous food and whole uncut produce.
Planning Approval	A Temporary Use Permit or Zoning Clearance from the Planning Department with jurisdiction over the event location is required. • If the event is <u>within</u> a city, the Temporary Use Permit comes from the city Planning Department. There are four cities in our county: Santa Cruz, Capitola, Scotts Valley, and Watsonville. • If event is located <u>outside</u> of a city limit (a.k.a. "unincorporated area"), the Temporary Use Permit comes from the County Planning Department. <i>Please note: It may take several weeks to obtain a Temporary Use Permit or Zoning Clearance.</i>

Site Map	A site map must be provided that includes: • Location of food booths and mobile food facilities • Restrooms and handwash stations • Refuse and recycling • Potable water (if applicable) • Wastewater disposal (if applicable) • Electricity hook up (if applicable) • Location of animals, rides, and attractions (if applicable) Provide a map legend if necessary to identify all items.
List of All Food Vendors/ Operators	Provide a list of all food vendors/operators and their contact information. Attach Health Permits for those with existing year-round TFF and MFF permits. Only operators on the list will be accepted.

ORGANIZER RESPONSIBILITIES	
Organizer Responsibilities	The Event Organizer is responsible for ensuring compliance with all applicable retail food safety laws, local ordinances, and local Environmental Health policies including but not limited to: • Control of food vendors/ operators; • Verifying all participants are properly permitted; and • Providing and maintaining common support facilities
Control of Food Vendors/ Operators	As an event organizer you are expected to be in control of who can enter the event to provide food. You must verify that each food vendor/ operator has a Health Permit before they are allowed to set up a booth or station. Only products approved on the vendor/operator's health permit are allowed. All food must be prepared in their booth or mobile food facility (except cooking directly on a barbecue). No home-made food, except food prepared under a current Cottage Food Permit, is allowed.
Food Vendor/ Operator Permits	The following types of Santa Cruz County issued health permits are allowed in community events: • Temporary Food Facility (TFF) permits • Mobile Food Facility (MFF) permits No other permit types (restaurant, market, catering, etc.) are allowed. Community event regulations are different and specific to the venue.

Santa Cruz County Permits Only	Temporary food and mobile food facility permits are not transferable from county to county. Food vendors/ operators must apply for and obtain health permitting in Santa Cruz County to participate in Santa Cruz County events. Report any changes to event food vendors/ operator list to the Environmental Health office immediately.
Vendor/ Operator Application Timelines	The Temporary Food Facility and new prepackaged Push Cart Health Permit Applications, attachments, and fees must be submitted to Santa Cruz County Environmental Health at least 2 weeks before the event. Applications received in less than 2 weeks, but no less than 3 days, of the event will incur a 25% late fee. Applications received within 3 days of the event will not be accepted. Mobile Food Facility permitting (except push carts) is a process. Only mobile food facility operators with a health permit can be accepted. Include a current copy of their health permit with your packet.
Temporary Food Facility Requirements	Event Organizers must be familiar with Temporary Food Facility requirements. See Temporary Food Facility Requirements document.
Restrooms Facilities	• 1 toilet and 1 handwash station are required per 15 food workers. ◦ Additional toilets and handwash stations are required for customers. Check with the local Planning Department regarding additional toilet requirements. • Toilets must be located within 200 feet of all food booths. • Handwash facilities must be located adjacent to toilets and supplied with water, liquid hand soap, and paper towels always.
Potable Water Source	If the event is longer than 4 hours, a potable water source is required for food preparation vendors/ operators.
Wastewater Disposal	All wastewater must be properly contained and disposed of in an approved wastewater system (sewer or wastewater treatment plant). If the event is longer than 4 hours, a wastewater tank must be provided on site. The wastewater in the tank must be disposed of in an approved manner. It is illegal to pour wastewater into storm drains, natural waterways or onto the ground. It is the Organizer's responsibility to ensure vendors/ operators do not dispose of wastewater in nearby storm drains or waterways.

Grease Disposal	Grease must be disposed of through grease collection/recycling.
Trash, Recycling, and Grease Disposal	Refuse and recyclables shall be collected and removed from the premises at a frequency that will minimize the development of odors and attract insects and/or rodents. All solid waste must be removed and disposed of in an approved landfill and/or transfer station. • Recommended at least 1x/day or when full (whichever is most frequent).
Animals	Animals must be at least 20 ft away from all food vending or storage. Stage petting zoos, animal rides, and storage pens appropriately.
Staging Locations	Food vendors/operators must be staged in areas that prevent the contamination of food, food equipment, and food containers. Stage food operations away from: • Trees • Overhead contamination • Heavy dust • Lose soil • Standing water • Sprinklers • Vermin • Animals
Smoking	No smoking is allowed within 25 ft of food vending.