



COMMUNITY EVENT REQUIREMENTS

The Environmental Health Division is committed to ensuring that all community events held in the City of Pasadena are operated so that we provide our residents and visitors with safe, wholesome food. We accomplish this by partnering with each Event Organizer and Temporary Food Facility Operator (also referred to as “food booth operator”) to help them understand the basic food safety requirements.

Did you know that the majority of foodborne illnesses can be linked to the following?

- Temperature abuse during storage or transport
- Improper cooking of foods
- Lack of hygiene and sanitation by food handlers
- Cross-contamination between raw and ready-to-eat foods
- Foods from unsafe sources

It is up to the Event Organizer and each food booth employee to follow the Community Event Requirements to help avoid a foodborne illness outbreak.

APPLICATION AND PERMIT REQUIREMENTS

To obtain an Event Organizer permit, complete and submit the Event Organizer Application and applicable fees at least two weeks prior to the event date. To obtain a Temporary Food Facility permit, complete and submit the Temporary Food Facility Application and applicable fees at least 10 days prior to the event date.

Per the California Retail Food Code Section 114335, a Temporary Food Facility (TFF) may operate at a swap meet or a community event. Every TFF that participates in a community event must have a valid health permit. The permit is only valid for the specified site, dates, and business or organization. Health permits are non-refundable and not transferable. The permit must be posted at the booth.

Description	Single Event	Site-Specific Annual Event
TFF - Prepackaged Food Booth	\$72.00	\$126.00
TFF - Prepackaged with Sampling Food Booth	\$99.00	\$220.00
TFF - Food Preparation Food Booth	\$164.00	\$438.00
TFF – Seasonal (< 180 Consecutive Days)	\$255.00	
Event Organizer	\$230.00	
<i>Late applications will result in a fee of 25% of fee or \$50, whichever is greater.</i>		

Important Note: No health permits will be issued the day of the community event. Temporary Food Facilities found operating without a health permit will be subject to closure.

Mobile Food Truck Requirements

- Mobile Food Vehicles that have a current annual health permit may operate at a community event without additional permits if operating under the current permit allowances.

Community Event Requirements

FREQUENTLY ASKED QUESTIONS

Q. What is a Temporary Food Facility (TFF)?

A. A TFF can be defined as a food booth, food cart or food truck approved by the Pasadena Environmental Health Division to operate at a fixed location within a community event.

Q. When do I need to obtain a Temporary Food Facility permit?

A. A TFF permit is required for participation in a community event whether food is sold or given away to the public. Applications to receive a permit and applicable fees must be submitted at least ten days prior to the community event. Late fees will apply to those applications received after the deadline.

Q. Does every community event require an Event Organizer Permit?

A. No. A community event must have an event organizer when they are responsible for providing facilities (i.e. sinks, restrooms, waste removal) that are shared by two or more temporary food facilities.

Q. How do I obtain an Event Organizer Permit?

A. A Community Event Organizer application and applicable fees must be submitted at least fourteen days prior to the community event. Late fees will apply to those applications received after the deadline.

Q. I am a non-profit organization that is interested in offering food in a community event. Am I required to obtain a Temporary Food Facility (TFF) permit?

A. Yes, all food booth operators must complete a TFF application and pay the required permit fee at time of application.

Q. Do I need to obtain a Temporary Food Facility permit if I already have a permit issued to my restaurant?

A. Yes, a separate TFF permit must be obtained since the restaurant permit is specific to that location and method of operation.

Q. Do I need to obtain a Temporary Food Facility permit for my Mobile Food Truck if I have a permit from another Environmental Health jurisdiction?

A. Yes, all food businesses must obtain a permit from the City of Pasadena's Environmental Health Division prior to operating.

Q. Does the Environmental Health Division currently have a list of Mobile Food Trucks that are already licensed to operate within the City of Pasadena?

A. Please contact the Environmental Health Division at (626) 744-6004 to request.

Q. Do we need to obtain a TFF permit for my church pancake breakfast fundraiser once a month?

A. No. Health permits are not required if a church or other non-profit organization has an event which is only open to members and guests of members, and the event is held 3 days or less in a 90-day period. However, if the event is open to the public (advertised with banners, newspaper articles, etc.) or lasts longer than 3 days, you must obtain permits for the community event.

Community Event Requirements

OPERATIONAL REQUIREMENTS

Event Organizer Requirements

1. An Event Organizer Application must be completed and submitted when the organizer is responsible for providing facilities (i.e. sinks, restrooms, waste removal) that are shared by two or more temporary food facilities.
2. The Event Organizer must complete an Event Organizer application and pay the required health fee at least two (2) weeks prior to the event.
3. The health permit is not transferable and is valid only for a specific time period and location.
4. The Event Organizer Application must be submitted and approved prior to the issuance of any TFF operator permit(s).
5. A legible site plan that is drawn to scale must be submitted at least two weeks prior to the event. The plan must include the proposed locations and detailed descriptions of, including but not limited to, the temporary food facilities, restrooms, refuse containers, potable water faucets, waste water disposal facilities, live animals or petting zoos, and all shared warewashing and handwashing facilities.
6. The Event Organizer or his/her designee(s) must be on-site and available during booth set-up and during the event itself.

Food Booth General Requirements

1. All prepackaged and open food booths must complete a Temporary Food Facility Application.
2. The health permit must be posted in the booth at all times. The permit is not transferable and is valid only for a specific time period and location.
3. Each operator must display on the booth the following information: facility name (at least 3-inch high letters), operator name, city, state and ZIP code (at least 1-inch high letters).
4. Each booth must have a Person-in-Charge (PIC). The TFF permit holder is the PIC who shall be present at all hours of operation.
5. All foods shall be obtained from approved sources. No foods from a private home shall be used, unless the product is non-potentially hazardous and approved to be prepared at a home that is registered as a Cottage Food Operation. Additionally, nonprofit charitable organizations are allowed to offer only non-potentially hazardous beverages and baked goods for fundraising purposes at Community Events.
6. All foods, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
7. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
8. All prepackaged foods offered for sale must be properly labeled.
9. All bulk food ingredient containers shall be covered and clearly labeled as to their contents.
10. All condiments outside of the enclosed booth must be prepackaged or dispensed from approved pump, squeeze or pour-type devices.
11. Potentially hazardous foods that are held at or below 45°F for up to 12 hours in any 24-hour period, or at or above 135°F, are to be destroyed at the end of the operating day, unless foods have been continuously held under mechanical refrigeration at or below 41°F.
12. Approved hot and cold holding equipment shall be provided to ensure proper food temperature control during transportation, storage, and operation.
13. Ice used for refrigeration purposes shall not be used for consumption in food or beverages.
14. A suitable and an accurate small-diameter probe thermometer shall be available.

Community Event Requirements

15. All food preparation, food storage, and warewashing areas are to be equipped with overhead protection.
16. No live animal, bird, or fowl shall be allowed within 20 feet of the booth.
17. At least one approved toilet facility for every 15 food handlers shall be provided within 200 feet of each TFF.
18. One mechanical handwash facility with warm running water (100°F) and under pressure shall be provided for each required toilet facility.
19. Single-service soap and paper towel dispensers shall be provided at each handwash facility.
20. A janitorial sink shall be provided on site as needed.
21. All hoses transporting potable water must be food-grade quality. Garden-type hoses are not acceptable.
22. All liquid waste must be properly disposed of (i.e. sewer system, wastewater holding tank). Wastewater holding tanks must be large enough to capture the total daily intake of wastewater.
23. All TFFs shall be readily disassembled for storage and transporting, and be capable of being readily assembled to its original integrity.

Prepackaged Food Booth Requirements

1. All foods must be kept at least 6 inches off the ground. An overhead protection is required and shall be made of approved materials. Dirt floor is not approved.
2. No open food sampling or food processing is allowed on site. Beverages may be poured from an original manufacturer's container into a disposable cup as a single serving.
3. All foods must be prepackaged at an approved permitted facility.

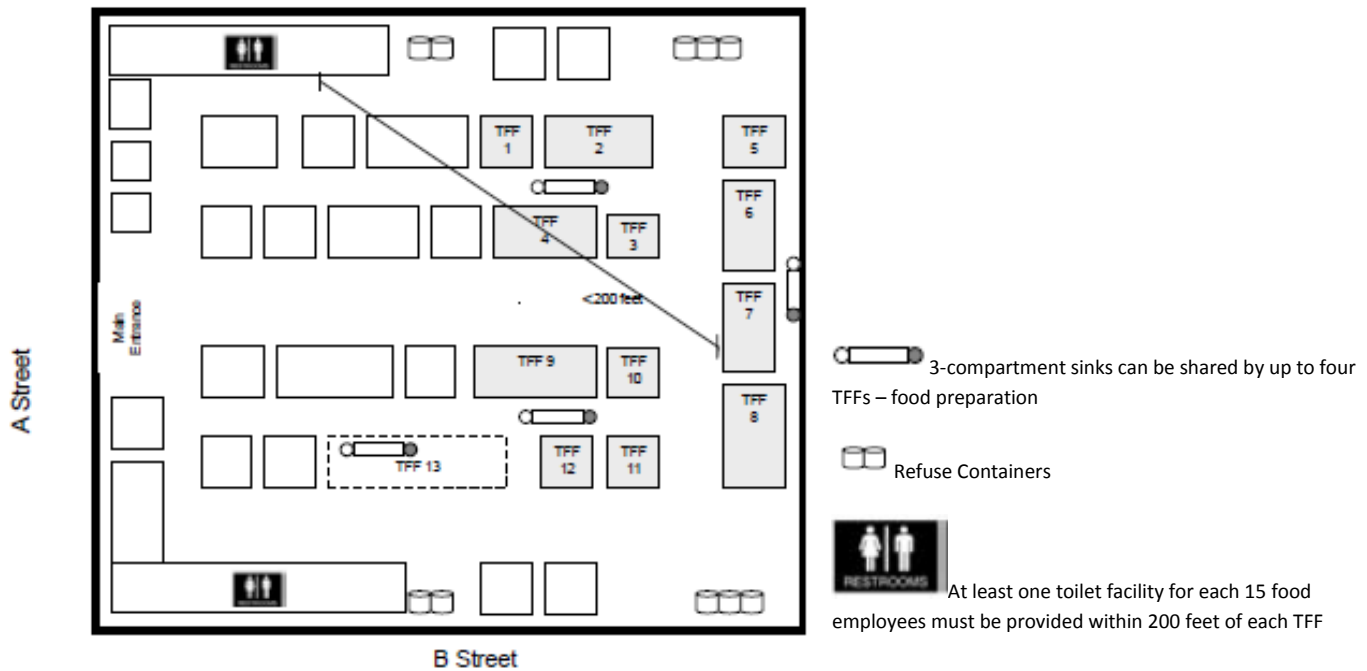
Food Preparation Food Booth Requirements

1. The Person-in-Charge (PIC) shall have adequate knowledge of, and shall be properly trained in, food safety principles as it relates to their assigned duties.
2. The booth must be fully enclosed. Walls or half walls and ceilings shall be constructed of smooth, durable and easily cleanable materials.
 1. Pass-through openings shall be no larger than 432 square inches.
 2. Minimum screening size is 16-mesh.
 3. A durable and readily cleanable floor surface shall be provided within the TFF. (For example, concrete, asphalt, or wood).
 4. In lieu of fully enclosed food booth, unpackaged foods may be prepared within a food compartment, or enclosed areas of the booth, with doors or an access cover which are kept closed except when dispensing food.
5. A three-compartment sink with two integral metal drain boards and with hot (120°F) and cold running water shall be provided within each TFF except if:
 - a. A sink exists within 100 feet of the booth in a permitted facility owned by the same person/entity.
 - b. A common, centrally located sink may be used for as many as four unpackaged booths.
 1. No food preparation in the common sink.
 2. A canopy shall be provided over the common sink.
 3. The sink shall be no farther than 100 feet from any of the booths using it.
 4. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink.
6. Handwashing facilities must be provided in each booth. Handwash facilities include warm water (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towels.

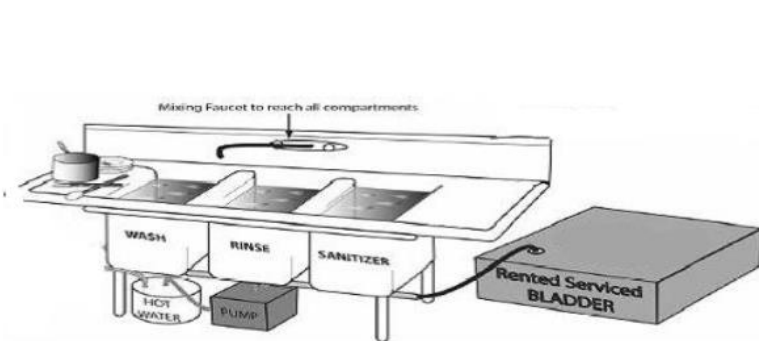
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7. BBQ units, grills or other approved outdoor cooking equipment may be located adjacent to the TFF if local building or fire codes prohibit cooking inside the TFF. BBQ units (or other cooking equipment) must be separated from public access by using rope or another approved barricade method.
8. All foods that are going to be cooked on the outdoor equipment must be stored inside the booth. Only small quantities of food in closed containers awaiting the cooking process may be allowed outdoors.
9. All food preparation must take place within the booth.
10. Foods may be either served from the cooking equipment or from the pass-through window.

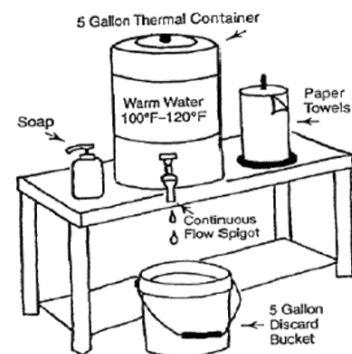
If you have any questions regarding health permits at Community Events, contact the Environmental Health Division at (626) 744-6004.



Event Organizer Site Plan



Three Compartment Sink



Gravity Flow Handwash Setup