



EVENT ORGANIZER APPLICATION

(Applications submitted less than 14 calendar days prior to the start of event will be subjected to an expedited processing fee)
TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

ORGANIZER INFORMATION	EVENT INFORMATION
Organizer DBA:	Event Name:
Mailing Address:	Date(s) of Event:
Event Organizer Name: _____ Phone: _____ Email: _____	Event Address:
	Event Location: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event
Number of Temporary Food Facilities (TFFs) by Type Food Preparation: _____ Prepackaged Only: _____ Prepackaged with Sampling: _____ Pasadena Permitted Trucks/Carts: _____ Total Number of Food Facilities: _____	Hours of Event Set Up Hours: _____ Event Hours: _____
	Anticipated Maximum Attendance at Peak Time: _____
On-site Person in Charge and Phone Number:	Type of Organization: <input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Not for Profit

Provide a Site Plan of the Community Event indicating the location of the following:

1. Temporary Food Facilities (include DBA if available)
2. Water supply
3. Toilet and handwashing facilities (quantity of each)
4. Trash disposal containers (quantity)
5. Location of shared warewashing facilities
6. Refrigerated trailer, if provided
7. Janitorial facilities
8. Location of animals, rides, attractions (include distance of food facilities from live animals)

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Date Application Received:	Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No (See reason below)	Reviewer Signature Date:
Health Fee:	Late Fee:	Total Fees:
Permit Restrictions:		
<input type="checkbox"/> Health Fee Paid		<input type="checkbox"/> Application Reviewed

Number of TFFs participating in the event: _____

Food Booths

- Provided by Event Organizer
- Provided by the Food Booth Operator

Size: _____
Wall Material: _____
Floor Material: _____
Size of Pass-Through Window: _____

▫Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection.
▫Prepackaged food booths require a washable floor and overhead protection.

Toilet Facilities for Food Handlers

Number of food workers: _____
Number of toilets: _____
Number of handwashing sinks: _____
Distance from food workers: _____

▫One toilet is required per 15 food workers and must be located within 200 feet of all food facilities.
▫Handwashing facilities must be adjacent to toilet facilities.
▫Hand soap, single-use towels, and trash receptacle must be provided at all handwashing sinks.

Warewashing Sinks

- Provided by Event Organizer
- Provided by Food Booth Operator

Number of TFFs preparing food: _____
Number of three-compartment sinks provided with hot (120F) and cold running water: _____

Water Source
 Approved plumbing system
 Reservoir tank - gallons of water per sink: _____

▫One warewashing sink may be shared by up to 4 TFFs.
▫Warewashing sink must be adjacent to the TFF, have overhead protection, and be inaccessible to the public.

Overnight Storage for Multiple Day Events

- Provided by Event Organizer
- Provided by Food Booth Operator

▫Food and utensils must be stored overnight in a secure, vermin proof and weather proof location.
▫Potentially hazardous foods must be stored overnight under mechanical refrigeration.

Is a refrigerated trailer provided for temporary food establishments? Yes No
Indicate location on Site Plan.

Electrical Supply

Is electrical service provided for food equipment and lighting at booths? Yes No

Refuse Removal

Identify company responsible for refuse disposal:

Number of trash containers: _____
How often are trash containers emptied?

Is there a central refuse collection site? Indicate on Site Plan Yes No

Petting Zoo

Live animals/ petting zoo at the event?
 Yes No
Handwashing facility with signage at petting zoo exit
 Provided by Event Organizer
 Provided by Petting Zoo

▫Animal areas must be located at least 20 feet from any food booth and should not be upwind from any food booth or eating area.

Liquid Waste Removal

- Provided by Event Organizer
- Provided by Food Booth Operator

Identify responsible party for liquid waste removal: _____
Frequency of liquid waste removal: _____ per day

List Participating Food Booths, Food Trucks and Food Carts:

Attach additional pages as necessary

Business Name	Contact Name, Email and Phone Number	Booth #	Number of Food Workers	Requires Warewashing Sink (Y or N)	Type of TFF

Event Organizer Acknowledgment

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application. I understand that failure to provide required information will delay or prevent approval of the event.

I acknowledge I have read and understood the Community Event Requirements provided. I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate the event, suspension of approval to operate the affected food booths, and/ or may result in the filing of misdemeanor criminal charges.

I understand that I am responsible for obtaining approval from all applicable agencies, including the local Fire Department, Human Services and Recreation, Public Works and Alcoholic Beverage Control.

I understand that once the application is reviewed the application fee is non-refundable including any expedited processing fee.

APPLICATION COMPLETED BY:

Print Name: _____ Cell Phone: _____

Signature: _____ Date: _____

Applications may be submitted in person or by email to envhealth-specialevents@cityofpasadena.net. Payment is due at time of submission. To pay by credit card complete the Credit Card Authorization Form. Checks are not accepted.



CREDIT CARD AUTHORIZATION FORM

The Community Event Organizer must submit completed application and payment 14 days prior to the event to avoid late fees.

Cardholder Name: _____			
Card Type:	<input type="radio"/> Visa	<input type="radio"/> MasterCard	<input type="radio"/> American Express <input type="radio"/> Discover
Card Number: _____			
Expiration Date: _____	Security Code: _____	ZIP: _____	
Amount: \$ _____	Signature: _____		

NO REFUNDS

Community Event Fee Descriptions	FY 2017 Fee
Prepackaged TFF with Samples	\$99.00
Prepackaged Annual Site Specific TFF with Samples	\$220.00
Prepackaged TFF	\$72.00
Prepackaged Annual Site Specific TFF	\$126.00
Food Preparation TFF	\$164.00
Food Preparation Annual Site Specific TFF	\$438.00
Seasonal Food Facility (<180 Consecutive Days)	\$255.00
Late Fee (minimum \$50 or 25% of fee)	Varies
Community Event Organizer	\$230.00