



2015 EVENT NOTIFICATION FORM

This is NOT A PERMIT APPLICATION. It is for informational purposes only.

To plan for this year, please complete and return by February 13, 2015 by mail, fax, or email to:

County of Santa Clara

Fax: 408-258-5891

Department of Environmental Health

Email: TempEvents@deh.sccgov.org

1555 Berger Dr, Suite 300, San Jose, CA 95112

Event Name			
Event Location			
Event Address, City			
Event Date(s)			
Food service time(s):			
Approximate # of food/beverage booths:		# of Mobile Food Carts/Trucks/Trailers:	
Event Coordinator/DBA			
Mailing Address			
Contact Person's Name			
Phone Number / Cell Phone			
Email Address			

IMPORTANT INFORMATION:

- ❑ **All applications and fees must be submitted to this Department, by the Event Coordinator, at least 2 weeks before the event to avoid late fees** Please download current application from our website.
- ❑ **For indoor events** please include an overview of how the food and drinks will be served/distributed (i.e. buffet table for food, bar in one corner, coffee/tea at another area). A simple hand written drawing will be acceptable.
- ❑ **Warm water requirement for handwashing** [CalCode 114358(a)] will be enforced in 2015. A handwashing station shall have warm water for washing hands. This applies to all food booths, including beer/wine booths that have unpackaged food or drinks. A handout showing a proper handwash station set up and what supplies can be used is available on our Temporary Events website.
- ❑ **Vendors claiming Veteran's Permit Fee Exemption** must submit the Affidavit for Veteran's Exemption form (available on our website) with a copy of the following documents to prove sole proprietorship: Business License or Business Lease, CA State Board of Equalization Sellers Permit, and Certificate of Insurance, along with a copy of his/her *honorable discharge form* (applicant name must match the name on the form or provide proof of name change). The Department may require additional information to support the claim. Please note that re-inspection of a Veteran's permit fee exempted booth for non-compliance will be subject to re-inspection fees.
- ❑ **Food Vendors selling food that is prepared in advance - manufacture or process:** Food vendors shall submit a copy of their *State Processed Food Registration* (PFR) or the company's PFR that processes their food (typically called a "co-packer") with their application. The Temporary Food Facility permit application will not be processed if this is missing.
Information on CDPH's PFR program can be found <http://www.cdph.ca.gov/programs/Pages/FDB%20ProcessedFoods.aspx>
- ❑ **Advanced Food Preparation** If you are doing any advanced food preparation prior to the event, the Department reserves the right to conduct an inspection during that activity, which may be charged at \$219 per hour.

❖ For more information, contact the Department at 408-918-3400 or visit our website at:
www.EHinfo.org, click on Consumer Protection Division, then click on Temporary Events