



A Tradition of Stewardship
A Commitment to Service

APPLICATION FOR PERMIT FOR ORGANIZERS OF A TEMPORARY EVENT

California Retail Food Code (CalCode) Section 114381.1 specifies that a permit must be obtained by the person or organization responsible for facilities or equipment that are shared by two or more temporary food facilities operating at a community event. The temporary event organizer must complete an application and submit the required fee or fee exemption form.

Note: An additional application is not required, if a person is the coordinator for both a temporary event and a certified farmer's market operating in conjunction, at the same site, if all required information is provided in one application.

CURRENT ORGANIZER FEE: **2-20 Vendors: \$413.00**
 21+ Vendors: \$669.00

This permit application and fee must be submitted at least 2 weeks prior to the date of the event or late fees may apply. Upon approval, a permit to operate will be issued.

Fee exemptions may be granted to organizations or individuals meeting the following criteria:

- ❖ **An organization is a qualified non-profit corporation**
- ❖ **An organization or club is a school or educational facility**
- ❖ **An individual owner that has a Veteran's DD 214 government exemption request**

Organizations or individuals qualifying for a fee exemption must complete a fee waiver request form.

Note: It is the responsibility of the event coordinator to ensure that all vendors have submitted applications and fees at least 2 weeks prior to the date of the event.

Name of Event: _____

Name of Event Organization: _____

Name of Event Coordinator: _____

Address: _____

Phone number: _____ Cell Number: _____

Fax: _____ E-mail: _____

Location of event: _____

Date(s) of operation: _____ Hours of operation: _____

Vendor name

Address

Phone number

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

(If additional space is needed, please attach additional sheets)

Site Plan (Required for Approval):

Organizers of temporary events must submit a site plan for each event, showing the proposed location for each booth and the proximity to required toilet and handwashing facilities. Provide below or as an attachment.

I understand and agree to comply with all requirements regarding temporary food facilities and/or certified farmer's markets in Napa County and that all temporary food facilities at each event will only be allowed to operate if written approval has been received from the Division of Environmental Health.

Printed Name of Organizer: _____

Signature of Organizer _____ Date_____