



**COUNTY OF SAN LUIS OBISPO HEALTH AGENCY  
ENVIRONMENTAL HEALTH SERVICES DIVISION**

2156 Sierra Way STE. B, San Luis Obispo, CA 93401  
PO Box 1489, San Luis Obispo, CA 93406  
Phone: (805) 781-5544 Fax: (805)781-4211  
Email: [ehs@co.slo.ca.us](mailto:ehs@co.slo.ca.us)

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## **COMMUNITY EVENT AND SWAP MEET ORGANIZER**

***The California Retail Food Code, California Health and Safety Code §114381.1 states that in addition to the permit issued to each food facility participating in a Community Event or Swap Meet, a permit shall be obtained by the person or organization responsible for facilities that are shared by two or more food facilities.***

A "Community Event" means an event conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period and that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the local enforcement agency.

A "Swap Meet", including flea markets and open-air markets, means an event at which two or more persons offer merchandise for sale or exchange where either a fee is charged for the privilege of offering or displaying merchandise for sale or exchange, or a fee is charged to prospective buyers for parking or for admission to the area where merchandise is offered or displayed for sale or exchange, or the event is held more than six times in any 12 month period.

### **Event Organizer Requirements**

At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility. Each toilet facility shall be provided with approved handwashing facilities.

An adequate potable water supply shall be provided and protected with a backflow or back siphonage protection device. Exposed piping of a non-potable water system shall be identified so that it is readily distinguishable from piping that carries potable water. Any hose used for conveying potable water shall be constructed of nontoxic materials, shall be used for no other purpose, and shall be clearly labeled as to its use. The hose shall be stored and used so as to be kept free of contamination.

A warewashing sink may be shared by no more than four temporary food facilities that handle non-prepackaged food if the sink is centrally located and is adjacent to the sharing facilities. Liquid waste shall be disposed of through the approved plumbing system and shall discharge into the public sewerage or into an approved private sewage disposal system.

Each food facility shall be provided with any facilities and equipment necessary to store or dispose of all waste material. Waste receptacles shall be provided for use by consumers. A receptacle shall be provided in each area of the food facility or premises where refuse is generated or commonly discarded, or where recyclables or returnables are placed.

Receptacles and waste handling units for refuse and recyclables shall be installed so that accumulation of debris and insect and rodent attraction and harborage are minimized and effective cleaning is facilitated around and, if the unit is not installed flush with the base pad, under the unit.

The completed permit application on the back of this page and a site plan must be submitted to Environmental Health Services at least two weeks prior to operation of any food facility. The site plan shall show the proposed locations of the food facilities, restrooms, refuse containers, potable water supply faucets, waste water disposal facilities, and all shared warewashing and handwashing facilities.



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Community Event Organizer Permit Application

Community Event Information

Event Name:
Location:
Start Date: End Date: Daily Hours:
Setup Date: Setup Time: Duration of Event:
Expected Number of Attendees: Expected Number of Food Vendors:
Vendors' Wastewater Disposal Location:
Garbage/Waste Storage and Disposal Location:

Event Organizer Information

Organizer/Company Name:
Event Benefits a Nonprofit/Charitable Organization Charitable Organization Name:
Organization 501C Form or Fee Exemption Declaration is Attached (required) Tax ID Number:
Contact Name:
Phone Number(s):
Billing Address:
Email Address:

Event On-Site Contact Information

On-Site Contact Name(s):
Phone Number:
Email Address:

THIS IS NOT A PERMIT TO OPERATE.
Obtain An Approved Copy Of This Application From Environmental Health Services Before Operating.

FOR OFFICE USE ONLY

DATE RECEIVED RECEIVED BY ASSIGNED TO ENTERED BY ENTERED DATE
PE# AMOUNT DUE AMOUNT PAID CHECK OR CC AUTH # CASH
NONPROFIT TAX ID # VERIFIED (INITIAL) VETERAN EXEMPT PAPERWORK ATTACHED YES NO
PR# SR# FA# INVOICE NUMBER
INSPECTOR APPROVED DATE
REVIEW ACTIVE INSPECTOR INITIALS: DATE:



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## DECLARATION FOR FOOD FACILITY EXEMPTION AT COMMUNITY EVENTS

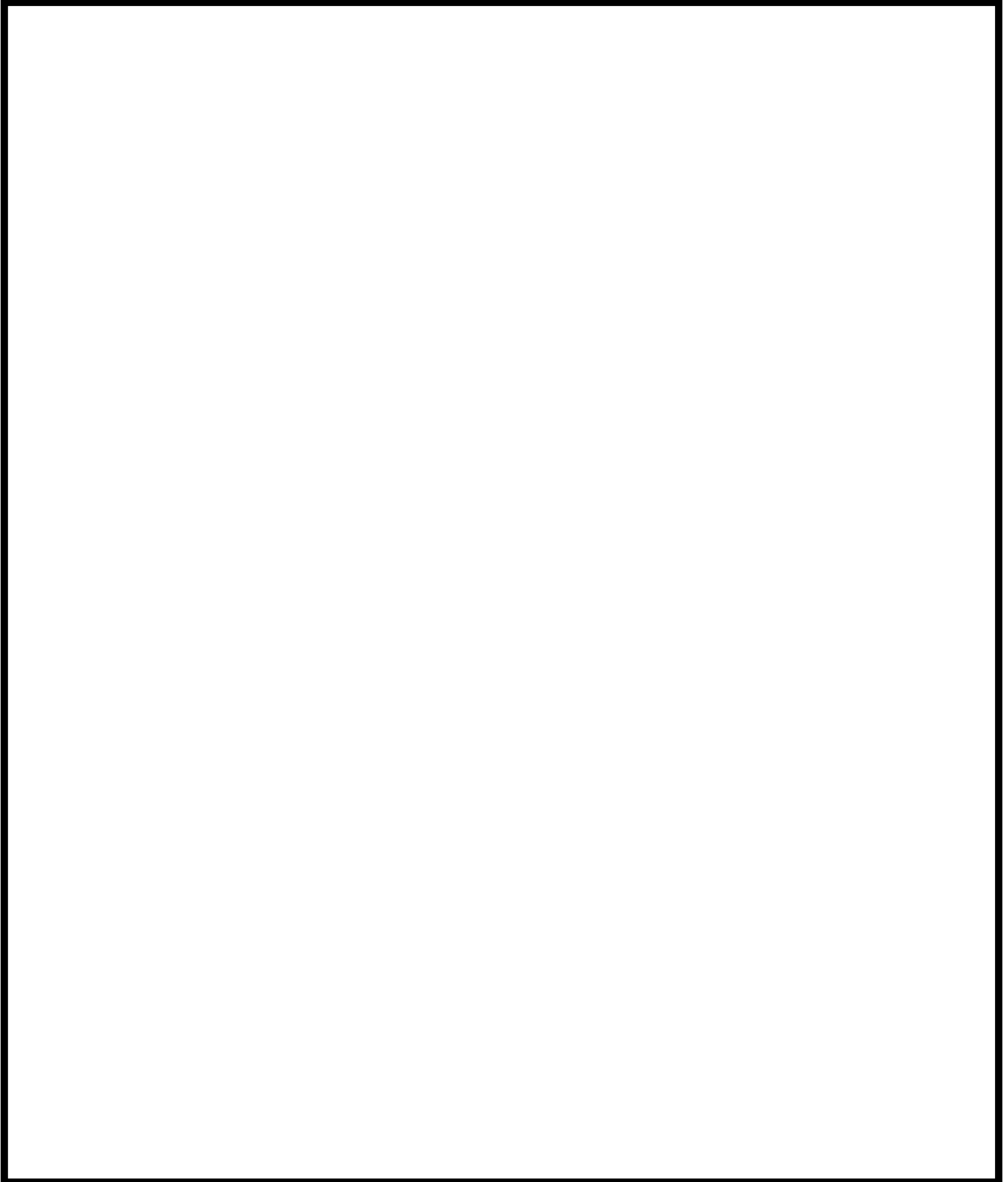
(COMPLETE ONLY IF REQUESTING A PERMIT EXEMPTION)

APPLICANT/EVENT ORGANIZER INFORMATION			
Name of Applicant/Event Organizer:		Phone Number:	
Business Address:	City:	State:	Zip:
Billing Address:	City:	State:	Zip:
Email:			
DETAILS OF EVENT			
Name of Event:			
Date(s) of Event: From To		Operating Hours: From To	
Site Address:		City:	Zip:
DECLARATION OF EXEMPTION			
<p>This declaration is to affirm that _____ is requesting exemption from  <i>(Name of Organization or for-profit entity)</i>            State Law requirements for Temporary Food Facilities under provisions of (SELECT ONE):</p>			
FOR-PROFIT FOOD VENDOR DONATING ALL PROCEEDS			
<input type="checkbox"/> <b><u>Section 113789(c)(4) of the California Retail Food Code:</u></b> A for-profit entity that gives or sells food at an event for the benefit of a nonprofit association. For-profit entity receives <b>no monetary benefit</b> . Event occurs not more than 3 days in a 90-day period.  For the benefit of _____ <i>(Name of Nonprofit Association)</i>  I certify that the above is true and correct to the best of my knowledge and belief. I further certify under penalty of perjury that the above-named for-profit entity will receive no monetary benefit, other than that resulting from recognition for participating in the event.			
Signature:		Date:	
Print Name:	Title:	Cell Phone Number:	
NON-PROFIT TEMPORARY FOOD FACILITY VENDOR			
<input type="checkbox"/> <b><u>Section 113789 (c)(3) of the California Retail Food Code:</u></b> A church, private club, or other nonprofit association that gives or sells food to its members and guests only. Event occurs not more than 3 days in a 90-day period.  For the benefit of _____ <i>(Name of Nonprofit Association)</i>			
WINE AND BEER TASTING VENDOR			
<input type="checkbox"/> <b><u>Section 113789 (c) (5) of the California Retail Food Code:</u></b> Premises set aside for wine and beer tasting if no other beverage except for bottles of wine or beer and prepackaged non-potentially hazardous beverages is offered for sale and no food, except for crackers, pretzels, or prepackaged food that is not potentially hazardous food is offered for sale or for onsite consumption.			
SIGNATURE			
<b>I Declare and Certify under penalty of perjury, that the above stated facts and attachments are true and correct pursuant to the California Code of Civil Procedure.</b>			
Signature:		Date:	
Print Name:	Title:	Cell Phone Number:	
FOR OFFICE USE ONLY			
EXEMPTION VERIFIED: YES NO		APPROVED BY: DATE:	



## VENDOR EVENT MAP

Submit, or draw below, a map of the food vendor booth locations at the event. (As applicable)

A large, empty rectangular box with a thick black border, intended for drawing a map of food vendor booth locations at the event. The box is currently blank.