

SPECIAL EVENT LICENSE APPLICATION PACKAGE FOR YAVAPAI COUNTY INSTRUCTIONS

Please call (928)771-3149 Prescott office, or (928) 639-8138, Cottonwood office, or (928) 583-1015, Prescott Valley if you have any questions or need assistance with any part of this application.

Submit the following at least **three weeks** prior to the special event.

1. Completed license application, both sides.
2. Exterior photograph of booth or mobile food unit **and** floor plan of interior of booth or mobile food unit.
3. Check or money order for one of the following licenses.
\$ 137.00 Temporary food booth.
\$ 137.00 Mobile food unit - one time event.
4. Return the completed YELLOW forms to Yavapai County Community Health Services. Retain the BLUE forms for your own use at the event.
5. ***There will be a \$55.00 late fee assessed for any application/fee that is not submitted 48 hours (M-F, working days only) prior to the start of the event.***

DEFINITIONS

TEMPORARY FOOD BOOTH means a temporary food establishment at which food or beverage is provided in conjunction with a fair, rodeo, exhibition, or similar event for not more than 14 consecutive days at the same location and same event.

MOBILE FOOD UNIT means a self- propelled or trailer mounted establishment in which food or beverages are composed, compounded, processed, or prepared and from which the food is vended, sold, given away or dispensed.

POTABLE WATER means water that is drinkable and comes from an approved source.

HOT HOLDING means maintaining food continuously at 130° F or above. Acceptable equipment: steam table, crock-pot, hot holding cabinet.

COLD HOLDING means maintaining food continuously at 41°F or lower. Acceptable equipment: refrigerator, freezer, ice chests.

MINIMAL FOOD BOOTH AND MOBILE FOOD UNIT (MFU) REQUIREMENTS

1. **Overhead protection, three side walls and flooring is required for food booths.** Doors for MFU's must self-close. Screening of openings may also be required. Booths selling only commercially prepackaged foods may not need to meet the booth requirements..
2. Accurate long stem thermometer, which reads from 0°F. to 220°F.
3. A dishwashing set-up consisting of three basins for a **wash, rinse, sanitize**, set-up.
4. Chlorine bleach or other approved sanitizer (iodine or quaternary ammonium) must be used in the sanitizing solution for utensils & equipment AND sanitizing counters & tables. Chlorine test strips or test kit for the approved sanitizer.
5. Approved handwashing facilities with clean running water, soap, paper towels (separate from the dishwashing set-up), and a container to catch and hold wastewater.
6. All foods, ice for drinks, and water must come from approved sources. Ice scoops require handles.
7. Covered garbage or waste can.
8. Applicant and staff need to have current Yavapai County Foodworker Certificates.
9. Any off-site food preparation (if applicable) must take place in a facility approved by the Health Services. This requires a completed and approved Commissary Agreement form.

PLEASE KEEP THIS SHEET FOR YOUR RECORDS DATE SUBMITTED: _____

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

SPECIAL EVENTS: NOTATION FOR FOOD VENDORS OF PRE-PACKAGED FOOD ONLY.

If the food you are dispensing is completely commercially pre-packaged, you will not be doing **ANY** food preparation and foods are non-potentially hazardous, you may not need to pay the fee for a special event permit. If the only food you are preparing is popcorn without flavorings or coatings, a license fee will not be required.

However, you will need to fill out the application and answer the questionnaire on the back of the application and return them to us so we can issue you a permit.

Examples of pre-packaged foods are:

Bottled water

Canned soda

Sealed Ready-to-Eat commercially pre-packaged foods: potato chips/snacks, candy bars, etc.

Sealed Pre-packaged foods: nuts, spices, jam/jellies, dried fruit, pickles/olives, beef jerky, etc.

This information **MAY NOT** apply to your business if you are doing any **food sampling**. Please call us for information regarding sampling.

If you have any questions about the products you plan to dispense, please call us!

1090 Commerce Dr.
Prescott, AZ 86305
(928) 771-3149
(928) 771-3369 FAX

3212 N. Windsong
Prescott Valley, AZ 86314
(928) 583-1015
(928) 771-3379 FAX

10 S. Sixth St.
Cottonwood, AZ 86326
(928) 639-8138
FAX (928) 639-8179

ENVIRONMENTAL HEALTH
YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
Application for Special Event License¹

Food Booth Per Event
\$137

Late Fee - \$55.00
Fee paid less than 48 hours before event

Mobile Food Unit Per Event
\$137

<u>Name of Event²</u>	<u>Location of Event</u>	Date(s) of Event
		Hours of operation
<u>Event Sponsor</u>	Your phone number(s)	Plan to set up (when)
		← Company or Organization
		← Name of applicant³
		← Mailing Address
		← City, State, Zip
		← Email Address

In what previous special events have you participated in Yavapai County?

Do you have questions about requirements?

The undersigned assumes complete responsibility for the business to be carried out on the premises for which this application for a permit is being sought. The undersigned agrees that all business in said premises will be conducted in full compliance with all sanitary regulations applicable thereto and with all county, state, and local laws, rules and ordinances pertaining thereto.

Applicant Signature

Date

The following is for use by YCCHS as acknowledgement of application, receipt of fee payment, application approval/denial and/or comments.

Amount Paid: _____ Date: _____ Receipt No. _____ Check #: _____

Additional information needed:

Approval with reservations:

Questions:

Application approval or denial:

Notification:

1090 Commerce Drive, Prescott, AZ 86305, (928) 771-3149, FAX (928) 771-3369
 3212 N. Windsong, Prescott Valley, AZ 86314, (928) 583-1015, FAX (928) 771-3379
 10 South Sixth Street, Cottonwood, AZ 86326, (928) 639-8138, FAX (928) 639-8179

¹ If yours is a non-profit organization and the funds from this special event will go to benefit public health you may request an application for reduced fee (no less than \$70).

² Yavapai County is large with many fairs, festivals, and special events each year. Please tell us exactly which one you are planning to attend, the location and (if applicable) the space number. Please submit a separate application for each event.

³ The name under which your records will be filed for future reference.

QUESTIONNAIRE

Please answer all the following questions, complete the application on the reverse side, and return to Health Services with the license fee. A simple menu – only one or two foods -- with few preparation steps (for example: basic cook-and-serve) works best. Complex food preparation is inappropriate for an outdoor setting and will not be approved.

1. List all menu items including drinks. _____

2. Will **all** foods be prepared onsite at the event? Yes _____ (if yes, skip to item #3)

No _____ (if no, attach a copy of a completed and signed Commissary Agreement with the licensed food kitchen where food preparation will take place, including the dates and times of food preparation) Complete the following:

How will prepared food(s) be kept hot or cold before and during transportation to the Event?

3. Describe equipment to be used at the event:

Cold holding _____ for menu items _____

Hot holding _____ for menu items _____

Cooking _____ for menu items _____

4. Who will be responsible for checking food temperatures and supervising food handling practices?

5. How will potable drinking water be obtained during the event? _____

6. How will wastewater be disposed of during the event?

Sewer

Holding Tank

Other _____

7. Do workers have current Yavapai County Foodworker certificates? Yes No

If no, call for information on scheduled classes or alternatives.

PLEASE SCALE YOUR BOOTH OR MOBILE UNIT PLAN BELOW:

THIS MUST BE RETURNED WITH YOUR COMPLETED APPLICATION FORM.

FLOOR PLAN

Will you be using gloves? Circle one: YES NO

Will you bring extra utensils so you don't have to wash dishes in the booth? Circle one: YES NO

Please Print

Name of Booth or MFU _____

Name of Event _____ Date of Event _____

Name of Applicant _____



YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH COMMISSARY AGREEMENT

By signing his or her name, each party enters into a binding legal contract that cannot be changed except by renegotiation and execution of a new agreement. The signed agreement will remain binding for the term of the mobile/offsite owner's current Health Services permit but under no circumstance for longer than one year. Change in ownership of the mobile/offsite business or in ownership of the commissary or violation of the terms of the agreement will void this contract and result in cessation of the mobile/offsite business. Resumption can take place only after a new agreement is negotiated and executed.

MOBILE/OFFSITE BUSINESS OWNER'S DECLARATION: I agree to utilize the commissary facility listed below for the following:

1. Food preparation:
2. Storage of all foods, paper goods, beverages and consumables
3. Washing/sanitizing of equipment and utensils.
4. Potable water source
5. Wastewater disposal
6. Special considerations:

Date	Business Name	Address
Print Name	Phone Number	Permit Number
Signature		

COMMISSARY OWNER'S DECLARATION: I agree that my establishment has facilities capable of supporting the above mobile/offsite business requirement and I will make my facilities available for the support of the mobile/offsite business.

Date	Business Name	Address
Print Name	Phone Number	Permit Number
Signature		

HEALTH SERVICES ACCEPTANCE:

Signature	Title	Date
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Forms/CommissaryAgree 7-07

SANITIZING

Food contact surfaces such as counters and cutting boards need to be sanitized throughout the day to control cross-contamination.

A container with a solution of 100-200ppm chlorine bleach must be prepared upon opening. (use 2 capfuls of bleach for every gallon of water). Change the sanitizer as often as necessary to keep it from dropping below 50 ppm (use test strips to check).

BOOTH CONSTRUCTION

Every temporary food booth must have:

3 FULL SIDES (walls) that protect the interior from weather and wind blown dust.

A WATER RESISTANT ROOF (Top).

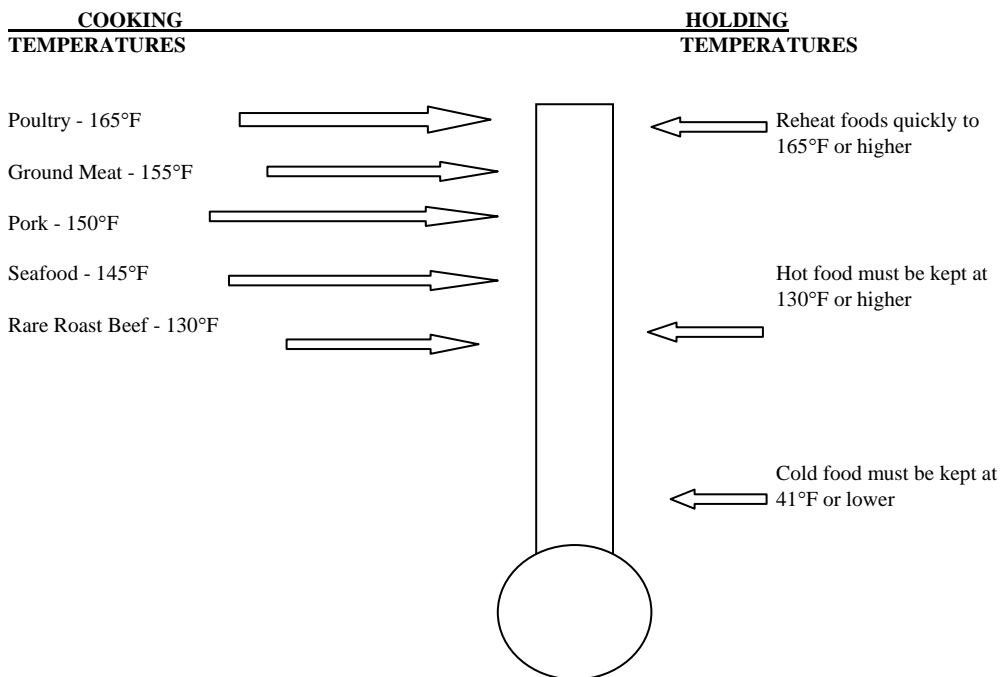
A CLEANABLE AND STURDY FLOOR

Booths cannot be placed directly over dirt or grass unless plywood or a plastic tarp is used for the floor.

Enclose the front of the booth from the bottom of the service counter down to the ground.

Use the front of the booth for food service only, not for food preparation.

Exposed food items placed on the front service counter require a food guard or cover.



DISHWASHING

The utensils and equipment used in food and beverage service are required to be washed and sanitized.

Proper sanitation requires the use of a three-step procedure.

Three adequately sized containers must be set up.

The first container is used for washing and contains hot water and dish soap.

The second container is hot rinse water.

The third container is used for sanitizing. The minimum concentration is 50-100 ppm chlorine bleach. (Use 1 capful of bleach for every gallon of water).

After completing the three steps, all utensils and equipment must be air-dried.

Change the water and replace the wash, rinse and sanitizing solution in the containers frequently to keep the process effective.

FOOD SERVICE

All food must be from an approved source.

Home canned foods or preparation of food in the home is not allowed.

All food preparation must take place on-site and inside the temporary food establishment. Food prepared off-site must be done in an approved food establishment.

Grills or other cooking equipment may be located outside the booth to comply with local fire codes.

HAND WASH FACILITY

Hands must be kept clean.

Provide a hand wash facility and use it frequently.

Provide:

5 GALLON CONTAINER with warm water.

THE SPIGOT OR SPOUT, must be adjustable to control the flow of water and provide a steady water stream while the hands are being washed.

CONTAINER FOR CATCHING WASTE WATER,

SOAP,

PAPER TOWELS.