

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:				
		Data (a) of Events				
Mailing Address:		Date(s) of Event:				
Event Organizer's	Name and Contact Number:	Event Address:				
Event Organizer's Email:		Event Location:				
		☐ Indoor Event ☐ Outdoor Event				
N		House of Event				
Number of Temporary Food Facilities (TFFs) by Type		Hours of Event				
Food Preparation:		Set Up Hours:				
Prepackaged Only:						
Prepackaged with	·	Event Hours:				
Food Demonstration	on:					
Permitted Food Tru	ucks/ Carts:					
		Anticipated Maximum Attendance at Peak Time:				
Total Number of F		Turns of Organizations				
On-site (Person in Charge) Contact:		Type of Organization: ☐ For Profit ☐ Charitable – Not for Profit				
		Chantable Not for Front				
Provide a Site Pla	in of the Community Event indicat	ting the location of the following:				
	y Food Facilities (include DBA if av					
2. Water sup	•					
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	Application Approved	Reviewer Signature				
Received: Yes No (See reason below)						
		Date:				
Health Fee:		Late Fee: Total Fees:				

Permit Restrictions:

Number of TFFs participating in the event:							
Food Booths	Toilet Facilities for Food Handlers						
☐ Provided by Event Organizer	Number of food workers:						
☐ Provided by the Food Booth Operator	Number of toilets:						
Size:							
Wall Material:	Number of handwashing sinks:						
Floor Material:							
Size of Pass-Through Window:	Distance from food workers:						
^a Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection.	^a One toilet is required per 15 food workers and must be located within 200 feet of all food facilities.						
ⁿ Prepackaged food booths require a washable floor and overhead	"Handwashing facilities must be adjacent to toilet facilities.						
protection.	Hand soap, single-use towels, and trash receptacle must be provided at all handwashing sinks.						
Warewashing Sinks	Food Storage						
☐ Provided by Event Organizer	Is a refrigerated trailer provided for temporary food						
☐ Provided by Food Booth Operator	establishments						
	Indicate location of refrigerated trailer on Site Plan.						
Number of TFFs preparing food:							
Number of three-compartment sinks provided with							
hot (120F) and cold running water:	Floridad Const						
	Electrical Supply						
Water Source	Is alcotrical comics provided for food aguinment and						
Approved plumbing system	Is electrical service provided for food equipment and lighting at booths? ☐ Yes ☐ No						
Reservoir tank - gallons of water per sink:	lighting at booths!						
One warewashing sink may be shared by up to 4 TFFs.							
^a Warewashing sink must be adjacent to the TFF, have overhead							
protection, and be inaccessible to the public.	Dautin Zan						
Refuse Removal	Petting Zoo						
Identify company recognible for refuse disposals	Live animals/ petting zoo at the event?						
Identify company responsible for refuse disposal:	☐ Yes ☐ No						
Number of trash containers:	Handwashing facility with signage at petting zoo exit						
How often are trash containers emptied?	☐ Provided by Event Organizer						
·	☐ Provided by Petting Zoo						
Is there a central refuse collection site? Indicate on	-						
Site Plan ☐ Yes ☐ No	^a 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:	av						
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 Phon	e:				
Signature:								

Applications may be submitted to rjanbek@cityofpasadena.net or faxed to (626) 744-6116 attention Rachel Janbek. Payment is due at time of submission. To pay by credit card complete the Credit Card Authorization Form. Checks are not accepted.