Application for a Community Event

A Community Event is an event that includes the sale or giveaway of food to the public by one or more food vendors. If an event is advertised through flyers, banners, newspaper articles, social media, or other methods, it is considered a community event.

A Community Event is conducted for no more than 25 consecutive or nonconsecutive days within a 90-day period and must be of a civic, political, public, or educational nature. Examples include state and county fairs, city festivals, circuses, and other public gathering events approved by the Kern County Public Health, Environmental Health Division (KCEHD).

Food means all raw, cooked, or processed edible items, including commercially prepackaged food, ice, and beverages. This definition includes bottled water and alcoholic drinks.

How do I obtain a permit for a Community Event?

- Read this document.
- Complete and sign the forms.
- At least one month prior to the event, submit the forms to KCEHD.
- All permit fees associated with the community event must be received no later than 14 days or more days prior to the event's start date.

Important Information

- For food vendors to participate in a community event, they must have an active permit from KCEHD. If a food vendor does not have a permit, they must apply for one no later than 14 days or more prior to the event start date.
- The event cannot have more vendors than the Community Event permit allows.
- Any food vendor that operates at a community event without a permit or is not on the list of participating and preapproved vendors must immediately leave the event. If they do not leave, the community event permit will be suspended. The Event Organizer and/or food vendors may be assessed a monetary penalty in the amount of three (3) times the amount of the annual permit fee applicable to the operation (KCOC § 8.04.190).
- All time associated with the enforcement of unpermitted vendors at the event will be billed to the Event Organizer.
- The Event Organizer is responsible for verifying that all food vendors are following all heath regulations.

The completed application can be emailed to EHCommunityEvent@kerncounty.com and fees can be paid by phone with a credit card or by mail with a check made payable to Environmental Health Division, 2700 M Street, Suite 300 Bakersfield, CA 93301.

The health permit fee is determined by how many food vendors will be at the event.

To find the most up-to-date Kern County Environmental Health Permit Fees, please visit https://www.kernpublichealth.com/permitting-compliance/environmental-health-fees or call (661) 862-8740 for further assistance.

Fees are reduced if you have a 501(c)(3) tax designation; please complete the Exemption From Permit Fees Form and attach the 501(c)(3) documentation.
https://www.kernpublichealth.com/permitting-compliance/environmental-health-fees

EVENT ORGANIZERS APPLICATION

The Event Organizer must submit a completed application ***at least 30 days prior to the event***.

A **complete** application includes:

- Application page - Check Community Event Sponsor box.
- Application part 2.
- List of vendors with menu and contact number. Only food vendors with active annual mobile temporary food facility permits; annual temporary food facility permits; or active mobile food facility permits may be added to a vendor list within 14 days of the event start date.
- Layout of event including restrooms, common hand washing or utensil washing facilities.
- Payment of Environmental Health Permit application and Environmental Health Permit fees.

Please notify us as soon as possible if there are changes to your application, such as:

- Dates of the event.
- Location of the event.
- Event organizer's contact name and telephone number.
- If there will be no food or drink at your event.
- Addition of a vendor(s) or change in vendor(s).

FOOD VENDORS

For food vendors to participate in a community event, they must have an active permit from KCEHD. If a food vendor does not have a permit, they must apply for one no later than 14 days or more prior to the event start date. This requirement applies to all food vendors, regardless of whether they are for-profit businesses or nonprofit organizations.

- Submittal of an application less than 14 days from the event start date may result in denial of the application.
- Food vendor permits must be finalized and paid for no later than three (3) business days before the event start date to be included on the approved vendor list for the community event.
- Failure to finalize and pay for a permit no later than three (3) business days before the start date may result in denial of a permit.

- Food vendors that are operating at a community event without a permit may be assessed a monetary penalty in the amount of three (3) times the amount of the annual permit fee applicable to the operation (KCOC § 8.04.190).
- Restaurants, markets, cottage food operations, and organizations that sell food at community events must obtain a Temporary Food Facility Permit.
- Beer and beverage vendors must obtain a Temporary Food Facility Permit.
- Food vendors such as hot dog carts (Compact Mobile Food Operations) and mobile food preparation vehicles (Mobile Food Facilities) that have a current Environmental Health Permit do not need to obtain a Temporary Food Permit.

GUIDE TO TEMPORARY FOOD FACILITIES

The booklet "Temporary Food Facility Guidelines" is available at the Kern County Public Health Department website or available by E-mail upon request. This booklet contains vital information about booth set up; basic food safety handling practices and requirements; a facility checklist to ensure that the booth complies prior to inspection; and the application form for a Temporary Food Facility.

POTENTIAL FOR FOODBORNE ILLNESS AT A COMMUNITY EVENT

Large numbers of people attend community events, and many types of foods are served. Many food vendors are inexperienced in proper food handling. As a result, several factors can increase the risk of foodborne illness at a community event. These include:

- ✓ Food out of temperature (cold food must be at 41° F or less, hot food must be 135° F or higher).
- ✓ Poor food handling practices.
- ✓ Insufficient food protection from contamination.
- ✓ Insufficient cold or hot holding equipment.
- ✓ Inadequate equipment.
- ✓ Unapproved source of food.
- ✓ Contamination by workers or other source.

QUESTIONS OR TO MAKE PAYMENT

For questions about event organizer information, food booths, payments, or annual permit renewals, please call the Food Program at (661) 862-8740.