

APPLICATION DEADLINES FOR COMMUNITY EVENTS AND VENDORS

COMMUNITY EVENT APPLICATIONS



APPLY EARLY

A Community Event Organizer must turn in their permit application at **least 30 days before the event**. If the application is turned in **less than 30 days before**, you may be denied.



SUBMIT A FULL VENDOR LIST

The application must include a **complete list of all vendors**. If the vendor list is missing or incomplete, the permit may be denied. Only food vendors with certain **active permits** can be added within **14 days of the event**.



PAY FOR THE PERMIT ON TIME

The community event permit must be finalized and paid for at least **14 days before the event**. If payment is not made by then, the permit may be denied.



UNAUTHORIZED VENDORS

Any food vendor without a permit or not on the approved vendor list **must leave the event immediately**. If they refuse, the community event permit will be **suspended**.



ORGANIZER RESPONSIBILITY

The Event Organizer must make sure all food vendors are following **all health regulations**.



MAKE VENDOR LIST CHANGES ON TIME

Any changes to the vendor list must be sent in and approved by KCPH **no later than 14 days before the event**. Changes requested after the 14-day period require approval from KCEHD and, if approved, are subject to an **hourly fee**.



FOLLOW VENDOR LIMITS

The event cannot have more vendors than the number allowed on the community event permit.



ENFORCEMENT COSTS

Any time KCPH spends on enforcement at the event will be billed to the **Event Organizer**.

FOOD VENDOR APPLICATIONS



VENDORS MUST BE PERMITTED

Food vendors must have an **active KCPH permit** to take part in a community event. If they do not have a permit, they must apply **at least 14 days before** the event. Applications submitted **less than 14 days before** may be denied.



PAY FOR A VENDOR PERMIT ON TIME

Food vendor permits must be finalized and paid for **no later than 3 business days before** the event to be added to the approved vendor list. If payment is not made on time, the permit may be denied.



PENALTIES FOR OPERATING WITHOUT A PERMIT

Any food vendor operating without a permit may receive a **fine equal to three times the annual permit fee** (KCOG § 8.04.190).

KERN PUBLIC
COUNTY HEALTH