



Ventura County Environmental Health Division  
800 S. Victoria Ave., Ventura CA 93009-1730  
TELEPHONE: 805/654-2813 or FAX: 805/654-2480  
Web Site: [www.vcrma.org/envhealth](http://www.vcrma.org/envhealth)

**INSTRUCTIONS AND FEE SCHEDULE FOR  
COMMUNITY EVENT ORGANIZER APPLICATION**  
**THIS IS A REFERENCE DOCUMENT. DO NOT SUBMIT.**

This is only for community events where food is being distributed to the public.

1. The Community Event Organizer must complete the Community Event Organizer Application. This application, along with ALL the Temporary Food Facility (TFF) applications and fees must be submitted to the Environmental Health Division (EHD) at least 30 days before the event.
2. The applications are available on our website or at the EHD public services counter.
3. The Community Event Organizer must submit the following:
  - a. Community Event Organizer Application and fee (see page 2)
  - b. TFF Operator Applications and fees
  - c. Detailed Site Plan (*see sample on page 3*) drawn to scale that includes the following:
    - Location of all Temporary Food Facilities (TFFs), Mobile Food Facilities (MFFs), and Ventura County Cottage Food Operations.
    - Location and number of all toilet and handwashing facilities.
    - Location and number of 3-compartment warewashing sinks.
    - Location of potable water source (be specific).
    - Location of any animal areas.
    - Location of all trash disposal containers.
4. For additional information, contact the Program Specialist:

Elizabeth Miller - Phone: 805/654-2431 Email: [Elizabeth.Miller@ventura.org](mailto:Elizabeth.Miller@ventura.org)

Please take a moment to provide feedback. An opinion form can be completed at  
<http://www.vcrma.org/envhealth/hawd.html>.  
You may also scan this code with your mobile device:



**COMMUNITY EVENT ORGANIZER FEES AND WAIVERS** *(Use this checklist to determine fee)*

**Definitions:**

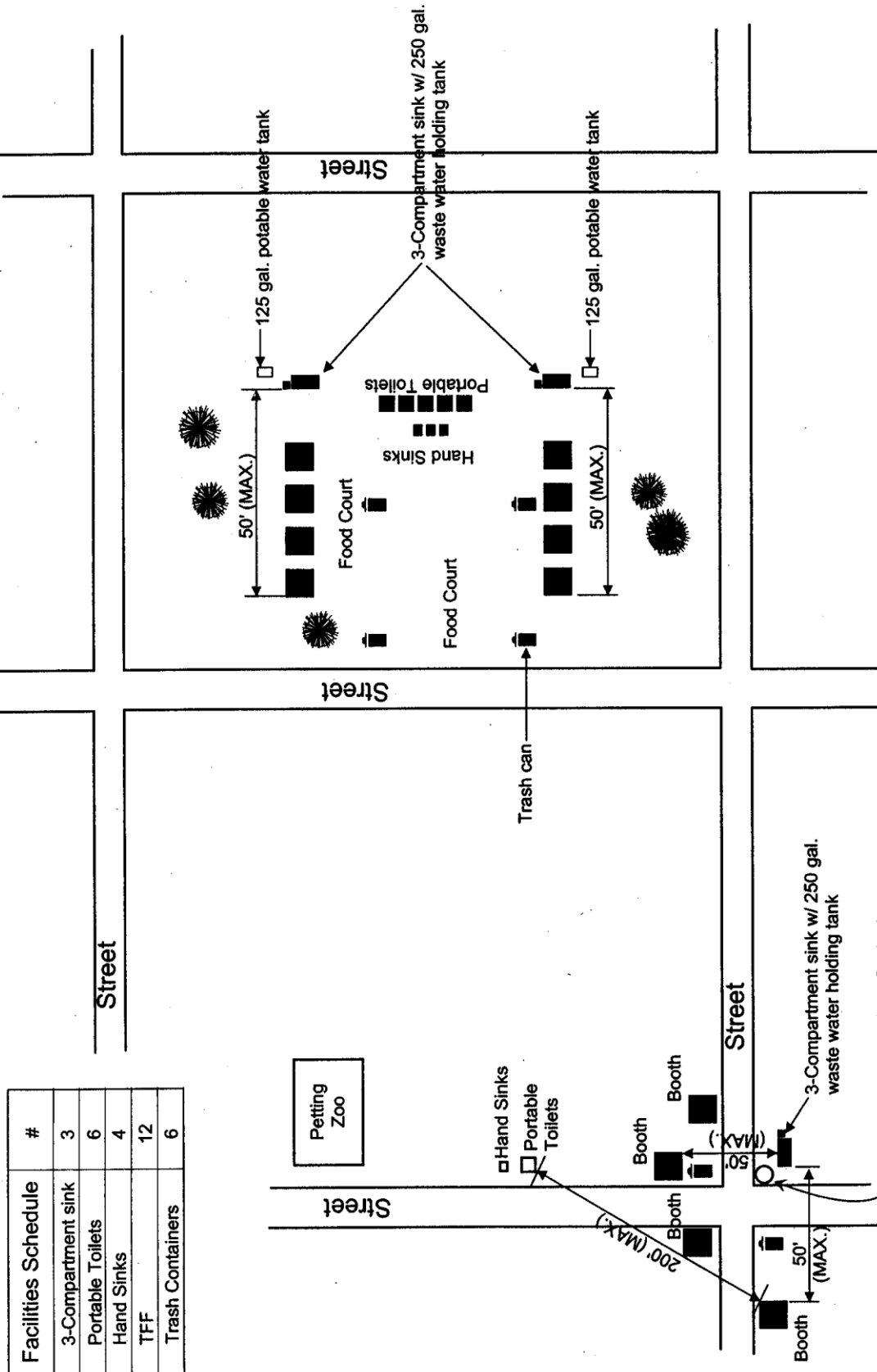
TFF-1: Handles unpackaged and/or potentially hazardous foods as defined in Health and Safety Code Section 113871.

TFF-2: Handles only prepackaged, non-potentially hazardous foods.

**The fees shown on this page are effective for events occurring through June 30, 2017.**

<b>Community Event Organizer Fees</b>	<b>Fee Due</b>
<b>1. 1 to 5 TFF-1 and any number of TFF-2</b>	
a. 1-Day	\$269.00
b. 2-Day	\$387.00
c. 3-Day	\$506.00
d. 4-Day	\$625.00
e. 5-Day	\$744.00
<b>2. 6 or more TFF-1 and any number of TFF-2</b>	
a. 1-Day	\$433.00
b. 2-Day	\$547.00
c. 3-day	\$666.00
d. 4-day	\$785.00
e. 5-day	\$904.00
<b>3. At a Certified Farmers' Market, 1-5 TFF-1 and any number TFF-2</b>	\$626.00
<b>4. At a Certified Farmers' Market, 6 or more TFF-1 and any number TFF-2</b>	\$787.00
<b>5. Full Fee Waiver</b>	—
Requirements to qualify for a full fee waiver: a. The event is sponsored by a non-profit charitable organization. b. A member providing food safety oversight possesses a valid Temporary Food Facility / Community Event Certificate of Training issued by EHD and this member will be available at the event. c. This application was received at least 30 days prior to the event.  <i>Provide a copy of TFF training certificate and documentation of non-profit charitable status.                      Complete the Certification on the first page of the Community Event Organizer Application.</i>	

# Sample Site Plan



Facilities Schedule	#
3-Compartment sink	3
Portable Toilets	6
Hand Sinks	4
TFF	12
Trash Containers	6

## SAMPLE FESTIVAL PLOT PLAN FOR FOOD BOOTHS LOCATED THROUGHOUT SEVERAL BLOCKS

DRAWING NOT TO SCALE