

# Community Events: Temporary Food Facility (Food Booth) Operating Requirements

Thank you for your interest in participating in a community event in Los Angeles County. If you are planning on selling or giving away food and/or beverages to the public at a community event, you are required to obtain a Temporary Food Facility (food booth) permit for the event as required by the California Retail Food Code (CRFC).

*A community event is defined as an event that is conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period and that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by the LA County Department of Public Health, Environmental Health Division, Community Events (CE) Program.*

This guide has been developed to assist community event organizers in providing safe and wholesome food to the public and preventing foodborne illnesses by complying with the requirements of CRFC.

## APPLYING FOR A FOOD BOOTH PERMIT

Submit a completed Temporary Food Facility application at least 30 days before the event to [communityevents@ph.lacounty.gov](mailto:communityevents@ph.lacounty.gov). A late fee equal to the greater of \$50 or 25% of the permit fee will be assessed for applications submitted less than 14 days before the event. Applications submitted less than 3 business days before the event will not be accepted and processed. If you have any questions, please contact the Community Events Program at (626) 430-5320.






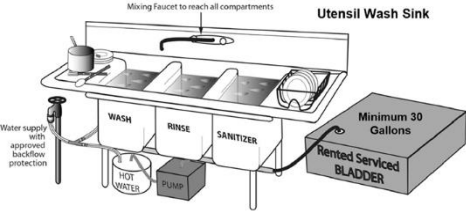
A permit is only valid for the specified location, dates, and responsible party. Each permit allows for the operation of one food booth per responsible party. Two or more businesses or organizations operating in a contiguous area (multiple food booths sharing a common border) may not combine their booths for the purpose of obtaining a single permit.

Some booth operators may be exempt from County permit fees and/or the requirements of Cal Code. To determine if you may be exempt, complete the Exemption Certification request. All food booth operators who are not exempt from Cal Code are required to complete a Temporary Food Facility (TFF) application for approval from Community Events Program. Exemption requests and TFF applications are available on our [website](#).

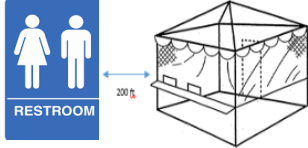
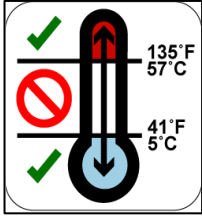
Fees for Food Booths operating up to 25 days in a 90-day period	
Conducting food demonstrations only	\$59.00
Selling or giving away only prepackaged food	\$82.00
Selling and sampling of prepackaged food	\$116.00
Preparing food onsite	\$184.00
Annual Fees for Food Booths Operating at a Community Event at a Single Location	
Selling or giving away only prepackaged food	\$164.00
Selling and sampling of prepackaged food	\$209.00
Preparing food onsite	\$507.00

All food booth operators MUST comply with the following requirements during food preparation and throughout all hours of operations.

All food booths are subject to inspection by the Los Angeles County Department of Public Health, Environmental Health Division.

Booth Requirements	Prepackaged Food/Beverages only	Prepackaged Food/Beverages w/Sampling Food Demonstration	Food Preparation
<b>Person-in-Charge</b>	<ul style="list-style-type: none"> <li>• Must be available at all times during operation</li> <li>• Demonstrate adequate knowledge of food safety principles related to the food operation</li> <li>• Responsible for all food employee actions related to food handling and food operations</li> <li>• Ensure there is no eating or smoking in the food booth</li> </ul>		
<b>Identification of TFF</b>	<p>Each Food Booth must have the following information posted and clearly visible to customers:</p> <ul style="list-style-type: none"> <li>• Booth Name (3-inch lettering); Operator Name, City, State, Zip Code (1 inch lettering)</li> <li>• Health Permit posted</li> </ul>		
<b>Food Booth</b>	<ul style="list-style-type: none"> <li>• Overhead protection only</li> </ul> 	<ul style="list-style-type: none"> <li>• Overhead protection only</li> <li>• Concrete, asphalt, or wood flooring</li> </ul> 	<ul style="list-style-type: none"> <li>• Full Enclosure required</li> <li>• Approved food compartments may be used in lieu of a full enclosure</li> <li>• Concrete, asphalt, wood flooring (no dirt)</li> </ul> 
<b>Handwashing sink</b>	Handwashing sink is not required.	<p>For events operating 3 days or less, handwashing facilities must include warm water in a container capable of providing continuous stream of water that leaves both hands free to allow vigorous rubbing. Handwashing facilities must be equipped with single use soap, paper towels and towel receptacle.</p> <p>For events that operate more than 3 days, handwashing sink must be capable of providing warm water under pressure. Handwashing sinks must be equipped with single use soap, paper towels and towel receptacle</p>  	
<b>Utensil Washing Sink</b>	Not Required	<ul style="list-style-type: none"> <li>• A 3-compartment sink with 2 metal drain boards** must be available for utensil and equipment cleaning and sanitation within 100 feet of each food preparation food booth.</li> <li>• Overhead protection must be provided over the sink.</li> <li>• Up to 8 vendors can share a 3-compartment sink if approved by Environmental Health.</li> <li>• Clean water and wastewater tanks are to be used unless there is a connection to potable water supply and a connection to a sewer. <ul style="list-style-type: none"> <li>• Sinks must have hot (120°F) and cold running water</li> <li>• Sanitizer test strips to measure sanitizer concentration</li> </ul> </li> </ul> <p><b>** additional sets of clean backup utensils (properly washed and sanitized at a food facility) maybe provided in lieu of a 3-compartment sink, for events lasting 4 hours or less.</b></p> 	



Booth Requirements Continued:	Prepackaged Food/Beverages only	Prepackaged Food/Beverages w/Sampling Food Demonstration	Food Preparation
<b>Toilet Facilities for Food Employees</b>	At least one toilet facility for each 15 food employees with handwashing stations and warm water (100°F) provided within 200 feet of each food booth.		
<b>Temperature Control of Potentially Hazardous Food (PHF)</b>	All potentially hazardous food (PHF)/perishable foods shall be kept at required temperatures: <ul style="list-style-type: none"> <li>Hot foods must be held in approved hot holding units (i.e., chafing dish, hot plates, steam table, Cambro, etc.) at or above 135°F and discarded at the end of the day.</li> <li>Cold food may be held at 45°F for up to 12 hours in any 24-hour period and must be discarded at the end of the day. Cold food kept at 41°F or below does not have to be disposed of at the end of the day.</li> <li>Calibrated food thermometers must be available to monitor food temperatures.</li> </ul>		
<b>Food Service</b>	All food must be commercially packaged and labeled. <ul style="list-style-type: none"> <li>Product name</li> <li>Ingredients</li> <li>Net weight</li> <li>Name and address of manufacturer</li> </ul>	Unpackaged samples must be stored in approved food compartments (bottles, drip bottles, shaker bottles, etc.) <ul style="list-style-type: none"> <li>Samples must be individually portioned for distribution and given to each individual customer by food employee</li> <li>Safe food handling practices must be always followed</li> <li>Minimize bare hand contact with ready-to-eat food by using gloves, food service paper, tongs, or other utensils</li> </ul>	Food must be prepared inside the food booth unless an alternate food preparation site has been pre-approved by Environmental Health <ul style="list-style-type: none"> <li>All food must be from an approved source</li> <li>BBQ cooking is allowed outside of the booth</li> <li>Cooking equipment outside of the booth must be sectioned off from the public using rope, caution tape, etc.</li> <li>Safe food handling practices must always be followed</li> <li>Minimize bare hand contact with ready-to-eat food by using gloves, tongs, or other utensils</li> </ul>
<b>Food Sources</b>	<p>All food that is sold or given away must come from an approved source. An approved source is permitted and inspected by a government agency (e.g., food processor, restaurant, shared kitchen, food market, food warehouse). A copy of the health permit and/or a Processed Food Registration (PFR) may be requested with the application.</p> <p>If food is to be prepared in advance at a permitted food facility not owned by the food booth operator, a Shared Food Facility Agreement must be completed by the food booth operator and the permanent food facility operator. If the permanent food facility operators is unwilling to accept liability for foods prepared at the permanent food facility by the food booth operator, the food booth operator must obtain a dependent food operator permit.</p> <p>Food prepared or stored at a private home is prohibited and may not be sold or given away to the public (except for registered and or permitted Cottage Food Operations).</p> <p><b>Note: A specialized food processing permit from the State of California (PFR, or a Milk and Dairy License) is required for specific processing such as: bottling, canning, juicing, manufacturing jerky or milk products; and for food products packaged and sold offsite from where it is prepared. In addition, an FDA registration is required for operations proposing to sell imported foods at a community event. Please note that if all required documents are not provided, the application will not be approved.</b></p>		
<b>Food Storage</b>	<ul style="list-style-type: none"> <li>Food, beverages, and equipment must be stored 6 inches off the floor and be protected from contamination.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Food stored overnight must be stored in vermin proof containers.</li> <li>• All PHF items must be maintained at proper temperatures.</li> </ul>
<b>Trash/Waste</b>	<ul style="list-style-type: none"> <li>• Trash containers must be emptied, and bags replaced on a regular basis to prevent a nuisance (i.e., flies/vermin attractant).</li> <li>• Trash must be disposed of in an approved manner (trash service) as needed.</li> </ul>

## MOBILE FOOD FACILITIES - FOOD TRUCKS AND FOOD CARTS

### Food trucks and food carts with a Current Los Angeles County Health Permit

- A valid Public Health Permit (PHP) must be posted on the truck or cart.
- Carts are not required to be inside a tent.
- Food must be handled in compartments on the cart.
- A food truck or cart operating at a Certified Farmers' Market may store, display, and sell non-PHF foods and beverages from a table adjacent to the vehicle.
- Food truck or cart can operate an open-air BBQ adjacent to the vehicle.
- Food trucks and food carts must be cleaned and serviced at least once during an operational day.



### Food trucks and food carts without a Current Los Angeles County Health Permit

- Mobile Food Facilities and cart operators WITHOUT a current PHP must apply as a Food Booth and pay for the applicable health permit.
- Food trucks that do not have a Mobile Food Facility permit from an environmental health jurisdiction may be required to provide California Department of Housing and Community Development's insignia.
- Food trucks and food carts participating in a community event must provide information on maintenance of required food temperatures, storage of equipment during periods of non-operation, and where and how the food truck or cart will be serviced (disposing wastewater, obtaining potable water, etc.) during periods of non-operation.
- Minimum requirements for warewashing, handwashing, maintaining food temperatures, and food storage must be met as applicable. All equipment must be in good working order.
- A food truck or food cart without a Public Health Permit from Los Angeles County or another jurisdiction must flush and sanitize the potable water holding tank prior to connecting to potable water for the event.
- Liquid waste must be removed through an approved connection to the sewer system or by an approved sewage transport vehicle.



### The Fire Department may have additional requirements such as the following:

- Cooking equipment must be approved for use by the local fire department.
- Outdoor cooking equipment (such as BBQ Grill) must be kept at least 5 feet from the booth or other combustibles.
- Cooking areas are to be protected and secured from public access.
- Only approved fuels are to be used. The use of Kerosene or gasoline is prohibited.
- Generators are not to be refueled while running. Refueling is to be done only when the unit has cooled down.
- All fueling or refueling must be done outside of the food booths at an approved location and only when the appliance is shut off and cooled down.
- When Sterno is used, a metal or non-combustible barrier must be provided to protect the table-top or surface from flame impingement.
- Propane cylinders are prohibited inside the booth. Cylinders must be kept upright, be of approved size, and provided with approved hoses and fitting. Shut-off vales must always be accessible.
- A fire extinguisher with a minimum of 20BC classification must be available at the food booth.
- Electrical appliances, cords, and accessories must be in good repair and UL listed. Household type extension cords are prohibited. All extension cords must be rated for the intended use.

Contact the local fire department for any further requirements or clarification regarding fire department regulations at Temporary Food Events.

