

29th Annual Taste of Morgan Hill 2018

Presented by the Morgan Hill Chamber of Commerce Downtown Morgan Hill September 29-30, 2018

Pre-packaged/Food Sample Booth Vendor Application

Morgan Hill, CA is Silicon Valley's escape. Centrally located between San Francisco and the Monterey Bay, Morgan Hill is one of the most desirable and fastest growing communities in Santa Clara County. People are drawn to the beautiful hillsides surrounding the valley, the peaceful atmosphere and the general quality of life Morgan Hill offers. Morgan Hill's combination of climate, resources, points of interests and ethnic diversity provide a solid economic environment as well as a vital and exciting community in which to live, work and play.

TASTE INFORMATION:

Located in beautiful, historic, tree-lined downtown Morgan Hill, the Taste of Morgan Hill is held the last weekend in September each year. Attendance estimates are about 50,000 visitors over the two-day event. This is a fun and entertaining family festival with excellent vendors, food and entertainment!

The Taste of Morgan Hill features fine arts & quality crafts, food booths, local wine & beer gardens, entertainment, night concert, custom & classic car show, quilt show, kids zone with rides & games and promotional vendors in the Business Zone. The Taste is held in historic Downtown Morgan Hill on Monterey Rd. Hours are Saturday from 10am – 7pm and Sunday from 10am – 6pm. **This is an outdoor festival and will be held rain or shine!**

APPLICATION PROCEDURE:

- Please fill out the application completely. Read the terms & conditions, sign and mail the original with your booth fees. Make sure you keep a copy for your records
- Completed application must include 1 photo of your items for sale and 1 photo of your booth display. Applications without photos will not be considered. If you would like your photos returned, please include a self addressed stamped envelope, with enough postage to cover the cost to return your photos. Applications and photos can be emailed to sunday@morganhill.org.
- Those accepted will receive space assignment and set-up information by the second week of September. All placement decisions are final. NO NEGOTIATIONS!
- Priority on pre-packaged items is given to returning vendors.
- If the organization is Veteran Exempt, please fill out the necessary information included on the Temporary Event Permit from DEH.
- Pre-packaged vendors must abide by the Santa Clara County Health Department regulations. If not, Festival Management or the Department of Health has the right to shut down your booth without refund.
- All applications will be date stamped and selected on a first come, first served basis. Each booth must have a prominent signage identifying company name.
- Vendors not accepted will have all materials and fees returned.
- No refunds after August 31st. There is a \$25 fee for returned checks.

HEALTH PERMIT:

Please copy the information pages and train all workers on these regulations. Inspectors will be on site both festival days of the festival to insure compliance. All Health Department regulations will be enforced even after the inspectors have left the grounds. Food may not be sold or sampled outside the booth. No refunds will be granted if a food vendor is shut down by the Health Department of Festival or management for non-compliance.

GENERAL INFORMATION:

The Morgan Hill Chamber of Commerce reserves the right to locate vendor booths according to the needs of the festival.

- Load-in for the event will be between 6am-8:30am Saturday September 23. Please drop your equipment and merchandise off at your booth space and proceed directly to parking and registration, on the corner of First and Monterey. Your space must be completely set up by 9:30am and open for business by 10am. All vehicles must be moved from the event area immediately after unloading. No Exceptions! If your vehicle is left unattended during set-up, you will be towed.
- We have a check- in booth the first morning of the event. Vendor check-in is open from 7am-9am and **all vendors must register by 9am**. If you are not checked in by 9am, you will be a no-show without a refund and the adjoining booths will absorb your space.
- Vendors are provided a 10x10 space only. If you feel you will need more that a 10x10 space, please sign up for 2 booths spaces. You must bring your own display, tables, tables should be covered with a washable surface, chairs etc. to fit into a 10x10 space. Corner booths are very limited and not guaranteed. No generators are permitted.
- All display and merchandise must be placed within your 10x10 space. Items may not extend into the street past your booth. No handling out of items in the walkways and walkways must remain open and clear at all times.
- No booth sharing is allowed
- Electrical service is only available during festival hours and not available in all locations.
- Overnight security will be provided. Each vendor is responsible for securing their own booth. The Festival is not responsible for any loss or theft incurred by any vendor.
- Vendors are responsible for removing their own trash from their area each evening and may not use trash receptacles used by public for its disposal. Each food booth must provide its own large garbage cans behind booth. All boxes must be broken down and disposed of in the dumpsters off Second Street. Cleanup of your booth area is be done by vendor at the end of the festival.
- The Morgan Hill Chamber of Commerce has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional.
- All vendors agree to participate for the entire event and understand that tear down on Sunday before 6pm is not allowed for any reason.

2018 Taste of Morgan Hill Presented by the Morgan Hill Chamber of Commerce Downtown Morgan Hill September 29-30, 2018

EARLY BIRD APPLICATION DUE BY AUGUST 25, 2018

All fees must be submitted with your application. Please read the terms & conditions carefully and sign the acceptance of waiver, before returning your application. Applications won't be accepted unless full payment, pictures and health permit application is returned with this application.

Last Name:	First Name	e:	
Company Name:			
Mailing Address:			
City:			
Phone: ()	Fax ()	Cell()	
Email:	Website:		
Food Information: (Include 1 photos of it envelope if you would like your pictures retu Include all items for sale & price (attach a pr	rned).		
Returning Vendor: YesNo	_ If so, how many years have	you been attending?	
Pre-packaged/Sample Food	\$350	10x10 space=	\$
Additional 10X10 Space	\$300	10x10 space=	\$
Corner (if available)	\$150.00 additior	al fee	\$
Health Department Fees (\$99 or	\$88 if sampling/no sales)		\$
Electrical Fees (max. 5 amps.)	\$75		\$
		TOTAL	\$
Late processing fee after Aug	ust 25 th - \$100.00		\$
Mail	your application and pa	yment:	
Мо	rgan Hill Chamber of Com P.O. Box 786 Morgan Hill CA 95038	merce	

Or if paying by credit card, can email to: <u>Sunday@morganhill.org</u>

2018 Taste of Morgan Hill Presented by the Morgan Hill Chamber of Commerce Downtown Morgan Hill September 29-30, 2018

CREDIT CARD AUTHORIZATION

Please fill out and return with your vendor application if you would like to use a credit card to pay for your vendor fees.

Name as it appears on Credit Card:
Business Name:
Credit Card Billing Address:
City, ST & Zip:
Please fill out the following and return with your vendor application if you would like to use a credit card to pay for your vendor fees.
□ Visa □ Mastercard □ American Express
**Security Code/numbers on back of card
I authorize the Morgan Hill Chamber of Commerce to charge my credit card for: \$
Signature:

For more information please contact the Morgan Hill Chamber 408-779-9444 ~ <u>sunday@morganhil.org</u> Mail applications to: PO Box 786 Morgan Hill CA 95038

TASTE OF MORGAN HILL 29th Annual September 29-30, 2018 Pre-packaged/Food Sample Booth Vendor Application

<u>PLEASE SIGN AND RETURN WITH APPLICATION</u> (Make a copy for yourself to remember the rules and regulations you are signing)

HOLD HARMLESS:

This event is held rain or shine and no space fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the 29th Annual Taste of Morgan Hill September 29-30, 2018, vendor agrees to hold harmless the City of Morgan Hill, the Morgan Hill Chamber of Commerce, and their respective elective or appointed boards, officers, agents, and contract employees from any and all claims, liabilities, expenses, or damages of any nature, including reasonable attorney's fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by the Taste of Morgan Hill, its agents, officers, employees, subcontractors, or independent contractors, at the festival.

In consideration of your acceptance of this entry, I, intending to be legally bound, do hereby for myself and my heirs, executors, and administrators, waive and release any and all rights and claims or damages I may accrue against the persons and organizations affiliated with the Taste of Morgan Hill for any and all injuries that may be suffered by me at or en route to and from the event. At the conclusion of the festival, all vendors are required to be completely torn down by 9:00pm Sunday, September 24, 2018. Anyone who is still on the street after 9:00pm will be invoiced overtime fees of \$50 every 15 minutes thereafter.

We look forward to seeing you at the 29th Annual Taste of Morgan Hill.

I have read and understand the terms and conditions as outlined in the Food Entrants must sign, signifying acceptance of waiver.

Contact Name (please print)
Company Name:
Signature:
Date:



Application for a Temporary Food Facility (TFF) Permit at a Temporary Event

Complete BOTH sides of this form. RETURN TO THE EVENT COORDINATOR with applicable fees and documentation. Applications, fees must be submitted to this department by the Event Coordinator at least 2 weeks before the event.

Incomplete or late applications may not be approved or the menu may be restricted. Once the application is approved, NO changes may be made without approval of this Department. Unauthorized changes may result in permit suspension.

For applications and TFF requirements, go to <u>www.ehinfo.org</u> > Programs & Services > Consumer Protection Division > Temporary Events.

BUSINESS INFORMATION	EVENT INFORMATION						
Business or Organization Name / DBA	Event Name						
Owner Name or Care Of Name	Event Location						
Owner Address	Event Address						
City and Zip Code	City and Zip Code						
Owner Business or Home Phone	Food Service Date(s)	Food Service Time(s)					
Owner Cell Phone	Food Service Date(s)	Food Service Time(s)					
E-mail Address	Food Service Date(s)	Food Service Time(s)					
Event Coordinator Name and Phone	Food Service Date(s)	Food Service Time(s)					
TEMPORARY FOOD FACILITY (TFF) INFORMATION	PERMIT TYPES (must check one, as applies)						
Facility Type: □ Food Booth If your food booth will be larger than 10'x10', indicate size: □ Beverage Booth(s) □ Total Number of Beverage Booths: □ Food Cart □ Food Vehicle (Applies to vehicles not permitted by County of Santa Clara DEH) □ Truck □ Trailer □ Indoor Event □ Multiple food service stations: submit a simple site plan depicting where food and beverages (including beer/wine) will be distributed.	 TE10 - RC3 High-risk food, prepared in adv TE14 - NO FOOD/BEVERAGE SALES - S TE01 - Annual Temporary Event Permit Ho Permit Number (PT#): Veteran (submit the Affidavit for a Veteran's) 	or same-day service (13+ days) vance, cooked, cooled, and/or reheated (1-12 days) vance, cooked, cooled, and/or reheated (13+ days) AMPLING ONLY					
Food Preparation Start Time: (Before Food Service Time)	BOOTH CONSTRUCTION INFORM	ATION					
Name of Temporary Food Facility: (Booth name to show on permit)	Overhead Covering: Canvas Wood						
Person in Charge Day of Event:	Floor: Asphalt Concrete Wood (Grass or Dirt surfaces must be covered with						
Person in Charge's Cell Phone:	Walls: Screens Canvas Wood ((Enclosed food booth required if unpackaged	Other:					

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food facility. Any inspection time more than twenty minutes may be assessed, in 15 minute increments, at the current hourly rate approved by the Board of Supervisors, until the necessary changes or corrections are made. Re-inspections may be subject to additional fees.

I have read and understand the Requirements for Temporary Food Facilities in the County of Santa Clara and hereby agree to adhere to them.

The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true. NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act.

Applicant Signature	Print Name Date					
	***** OFFICE	USE ONLY *****				
OW#:	FA#:	PR#:	BO#:			
PFR (Processed Food Registration)	CFO	Certified Producers Certificate	☐ Other			



FOOD INFORMATION: A complete listing of <u>ALL</u> food/beverage products served, sold, sampled, or given away from your facility must be detailed below.

Business Name: Te							Temporary Event Name:							
			Item will be served											
Menu Item(s)			AT the Event:				Preparation Methods AT the Event:							
Include all food, beverages, condiments and all extra ingredients served with each item.	 (1) Prepared in Advance 	Prepared ONLY at event	(2) Pre-packaged	Hot	Cold	Room Temperature	Cook to Order	(3) Serve samples	Thaw	Cut / assemble / portion	Cook / bake / grill	BBQ / Deep fry	Reheat	List food equipment to be used at the event (e.g., cold-holding and hot-holding devices, rapid reheating methods, cooking equipment, sneeze guard protection) <u>AND</u> any additional preparation methods. - If any potentially hazardous foods will be held at room temperature, you must submit a written procedure for approval.
Example: Hamburger		Х		Х					Х			Х		BBQ to cook, chafing dish to hot-hold
Example: Cookies	Х					Х								Food storage containers
(1) ADVANCE PREPARATION activities at approved kitchen No advance preparation														
If you do not have a permitted facility, you must obtain permission to use a kitchen or commissary facility which has been approved in advance by the local dept. of environmental health or obtain prepared foods from an approved source. Pre-event food preparation inspections may be required. Have copies of food invoices/receipts at your booth, available for review upon request, as any unapproved foods found will be removed from public distribution.														
or Commissary Name The Applicant submitting this application has permission to doe this facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify County of Santa Clara, Department of Environmental Health (408-918-3400).														
Phone # Date(s)/Time of Pre-Even									name o vized k				ative	
of Pre-Event use Authorized Kitchen Representative Valid Health Permit in Santa Clara County (SCC). Enter facility #: FA Signature Date Facility is permitted outside SCC (ATTACH A COPY OF VALID HEALTH PERMIT). Date Date														
(a) Describe food items and how they will	be p	repar	ed.											
(b) Describe cooling procedure for potentially hazardous foods (PHF). (Include how temperatures will be monitored and verified.) 🔲 No PHFs														
								_\(6		
(2) Will you PRE-PACKAGE food/beverages before the event? [No] Yes - submit a copy of your valid Processed Food Registration. If you pre-package any foods or beverages, a Processed Food Registration is required. Visit the state's website for more info: <u>www.cdph.ca.gov</u> .														
* (3) SAMPLING Procedures: Samples pr	-					-			· ·					and pre-packaged in advance? □Yes □No
Include how and where samples will be	e pre	parec	l and	how	they	will b	e se	rved.						

Attention: Food Vendors selling food that is prepared in advance – manufactured or processed:

The Santa Clara County DEH requires that all prepackaged foods must submit a valid copy of your CDPH Processed food registration (PFR) or the company's PFR that processes your food (typically called a "co-packer") with your temporary food vendor permit application.

If your food is sold outside of your manufacturing facility and requires a label, you must obtain a PFR before a health permit can be issued by the Santa Clara County DEH to participate in the event.

Additionally, you are not required to have a PFR if your activities only consist of food processing activities including:

Retail food facilities, (e.g., restaurant or grocery store) that sell food directly to consumers and have valid permit issued by a local health department.
 **Keep in mind for this exemption the vendor must have their own local environmental health permit to sell at their retail facility. The exemption does not allow the operator to sell their product outside of their facility.

If the prepackaged vendor uses a co-packer (co-packer has the PFR), then they are not required to have a PFR if they only hold the product for less than 7 days. However, in this example, this county requires one of the following to occur:

- 1. The product must be stored at an approved food facility the permit holder of the approved facility is required to sign their commissary form and indicate they are used for storage prior to the event.
- 2. The product can be shipped directly to the event site if the site is a community center, convention center, school, church or other facility that is under inspection by this department.
- 3. The vendor can pick up their product from the co-packer and deliver straight to the event. If product is picked up prior to the event, they need to disclose that information for review. i.e. vendor and co-packer is in Southern California, picked up the day before and driven to the event site that night; product remains in a locked trailer at the event, etc.

Information on CDPH's PFR program can be found at <u>https://www.cdph.ca.gov/programs/Pages/FDB%20ProcessedFoods.aspx</u>.

For more information, please call the Santa Clara County DEH at (408) 918-3400 or email Suzanne Lew at <u>Suzanne.Lew@cep.sccgov.org</u>.

Thank you.

REQUIREMENTS FOR

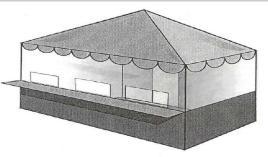
TEMPORARY FOOD FACILITIES IN THE COUNTY OF SANTA CLARA

PERMIT REQUIREMENTS

All event applications and applicable fees MUST be submitted to the Department of Environmental Health at least 2 weeks before the event.

- § Each temporary food facility MUST apply for a permit.
- § At events with two or more temporary food facilities, a person or organization MUST be responsible for shared facilities (e.g., restrooms, waste disposal) and in addition MUST apply for an event coordinator/organizer permit.
- § Once the application is approved, NO changes may be made without approval of the Department of Environmental Health.
- § Unauthorized changes or non-compliance may result in closure of food facility until deficiencies are corrected. Re-inspection fees may be assessed if any permits are suspended.

FOOD BOOTH CONSTRUCTION



Fully Enclosed Food Booth

ALL food and beverage booths MUST be constructed with four sides, a ceiling, and a floor as follows:

- § Booth must be large enough to accommodate all food preparation, handling, and storage needs.
- § Floor surfaces MUST be smooth and cleanable.
 - ü Smooth pavement, plywood, canvas, etc. is approved.
 - ü Grass or dirt floors MUST be covered with approved tarps or plywood.
- § Walls and ceilings MUST completely enclose the booth and be made of approved materials (check with fire department for booth material requirements).
 - ü Wood, canvas, plastic, 16-mesh fly screening, or similar material is approved.
 - Pass-thru window openings MUST not exceed 432 square inches and have tight-fitting closures (e.g., Velcro). Minimum distance between window openings shall not be less than 18 inches.

- ü EXCEPTION: Booths that handle ONLY food or beverage PREPACKAGED at an approved facility are NOT required to be fully enclosed, just an overhead canopy and cleanable flooring. All food and beverage MUST be sold or served in unopened original packaging.
- ü A clearly visible sign MUST be provided listing the booth name, city, state, zip code, and name of permittee. *Non-profit charitable booths are NOT required to provide this signage.*
- ü The booth name MUST be at least 3 inches high, with strokes at least 3/8 inches wide.
- ü The city, state, zip code, and name of permittee MUST use lettering at least 1 inch in height.

FOOD PREPARATION AND HANDLING

- § All food MUST be from an approved source.
 - ü Food or beverage that has been stored or prepared in a private home may NOT be offered for sale, sold, or given away.
 - ü Have copies of invoices/receipts for food, available for review by Specialist.
- § All equipment and utensils MUST be approved by the Department of Environmental Health.
 - ü Surfaces that come in contact with food MUST be smooth, easily cleanable, and non-absorbent (e.g., counters, cutting boards, utensils, equipment.)
 - ü Do NOT use galvanized or enamel coated cookware or utensils.
 - ALL utensils and cooking equipment except for barbecue units and deep fat fryers (see below) – MUST be inside the temporary food facility unless otherwise required by the local fire department.
- § Food storage and display:
 - ü All food (including ice) and food containers MUST be stored inside the temporary food facility and off the floor on shelving or pallets.
 - ü NO open or unpackaged food may be stored or displayed at service counters
 - ü Condiments MUST be in single-service packets, pump-type containers, or squeeze containers
 - ü EXCEPTION: Supplies and non-potentially hazardous foods in unopened original commercial packaging may be stored outside the facility.
- § Minimize bare hand contact with food. Use appropriate utensils such as tongs, food tissue, or disposable gloves whenever practical.

SAFE FOOD TEMPERATURES

- § A probe-type metal thermometer MUST be used if potentially hazardous foods are served. Clean and sanitize thermometer before and after each use.
- § All potentially hazardous foods MUST be maintained at required temperatures. Maintain temperature logs.

COOKING requirements:

Food MUST be thoroughly cooked to required minimum internal temperatures.

- § 165°F Poultry, stuffed meats, and other stuffed foods
- § 157°F Ground beef (hamburger)
- § 145°F Fish, eggs, and pork

RE-HEATING requirements:

§ 165°F Re-heat potentially hazardous foods before placing in a warming unit

HOLDING requirements for PROFIT facilities:

§ 45°F Cold potentially hazardous food or beverages MUST be maintained at or below 45°F.

> Foods may be kept at this temperature for up to 12 hours in any 24-hour period. At the end of the operating day, these cold foods MUST be:

- ü placed in a refrigeration unit within an approved facility and maintained at or below 41° F; or
- ü destroyed in an approved manner.
- § 135°F Hot potentially hazardous food or beverages MUST be maintained at or above 135°F. At the end of the operating day, these hot foods MUST be either:
 - ü destroyed in an approved manner.
 - ü donated to a food bank.

HOLDING requirements for NON-PROFIT CHARITABLE facilities:

- § 45°F Cold potentially hazardous food or beverages MUST be maintained at or below 45°F at all times.
- § 135°F Hot potentially hazardous food or beverages MUST be maintained at or above 135°F at all times.

PLEASE NOTE . . .

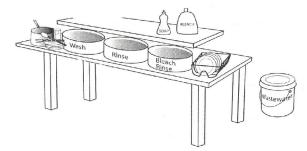
Food handled improperly or held at unsafe temperatures may be condemned or destroyed by the Department of Environmental Health.

HANDWASHING

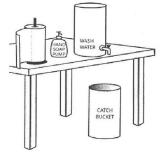
- § Facilities that handle unpackaged or open foods or beverages MUST provide handwashing facilities INSIDE the temporary facility.
- § All food handlers must wash hands frequently to prevent the contamination of food. This includes, but is not limited to, washing hands BEFORE handling food, AFTER visiting the restroom and AFTER using tobacco products.
- § Each facility MUST provide a gravity flow handwashing set-up consisting of:
 - a container –
 2 gallons or more with
 a spigot that can lock in
 the open position,
 - ü pump soap,
 - ü paper towels,
 - ü a catch bucket or tub for wastewater.
- § Hand washing facility MUST be checked frequently and refilled when needed.

UTENSIL WASHING AND SANITIZING

- § Facilities that handle unpackaged or open foods or beverages MUST provide utensil washing and sanitizing facilities INSIDE the temporary facility.
- § Utensil washing set-up includes three containers filled with potable water. Each container MUST be large enough to accommodate the largest utensil to be washed.
 - ü Container # 1 WASH with soapy water.
 - ü Container #2 RINSE with clean and clear water.
 - ü Container # 3 SANITIZE with sanitizing solution. Replace water and add sanitizer whenever necessary.
 - ü Adequate space to air dry all utensils.
- § A sanitizing solution MUST be provided for cloths used to wipe spills on food contact surfaces.



§ Sanitizing solution may consist of 1 tablespoon household bleach for each gallon of water. Other approved sanitizers may be used.



OPEN-AIR BARBECUE AND DEEP FAT FRYING

- § Perimeter fencing MUST be provided to prevent public access to open-air barbecue or deep fat frying area.
- § Barbequing and deep-fat frying are allowed OUTSIDE an enclosed food facility.
 - ü Prior to cooking, all food must be stored INSIDE an approved enclosed area.
 - ü Immediately after cooking, all food MUST be moved back to an approved INSIDE area for further preparation, hot holding, or service.

WASTE

- § Wastewater a container for liquid waste MUST be provided INSIDE each facility. All liquid waste MUST then be disposed of into approved containers (e.g., graywater bins) or the sanitary sewer.
- § Trash a container for food waste, garbage, and refuse MUST be provided INSIDE each facility. All trash and food waste, garbage, and refuse MUST be stored in leak-proof containers and disposed of into dumpsters or garbage cans.
- § Grease cooking or deep fat fryer grease MUST be disposed of in a safe and sanitary manner such as a tallow container.
- § Charcoal and briquettes MUST be disposed of in a safe and sanitary manner.

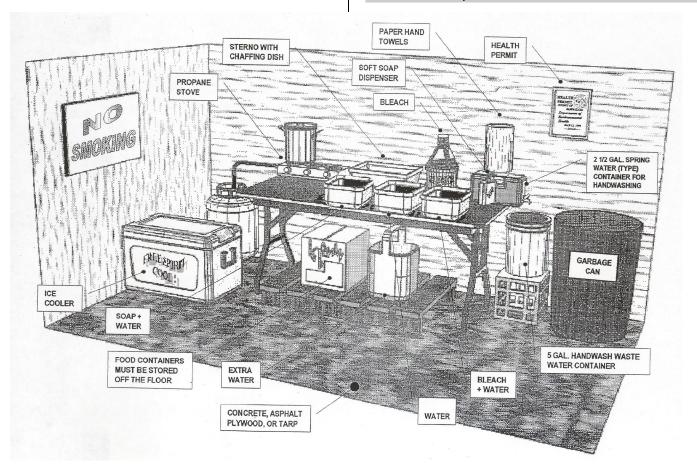
TOILET FACILITIES

- § Approved toilet facilities MUST be provided within 200 feet of each temporary food facility.
- § When portable toilets are used, they MUST be provided with an adequate number of handwashing stations equipped with both soap and paper towel dispensers.

ADDITIONAL REQUIREMENTS

- § An adequate supply of potable water MUST be provided from an approved source.
- § Beverage ice MUST be kept separate from ice used for cold-holding. Remember, ice is food.
- § Smoking is NOT allowed in temporary food facilities or barbecue areas.
- § All food handlers must wear clean clothing.
- § Live animals are NOT allowed in temporary food facility except for guide dogs, signal dogs, or service dogs.
- § Contact the local fire department regarding fire regulations and any necessary permits.
- § Post the Environmental Health Permit in your temporary food facility.

Contact the Department of Environmental Health at 408-918-3400 if you have any questions or concerns.



TEMPORARY FOOD FACILITY TEMPERATURE LOG

	[Tempe	Temperature Record and Initials of Person Checking Temperatures									
FOOD ITEM		9 AM	initials	11 AM	initials	1 PM	initials	3 PM	initials	5 PM	initials	CORRECTIVE ACTION
	cooking holding											
	cooking holding											
	cooking holding											
	cooking holding											
	cooking holding											
	cooking holding											
	cooking holding											
	cooking holding											

COOKING

Food MUST be thoroughly **cooked** to required minimum internal temperatures.

- **165°F** Poultry, stuffed meats, and other stuffed foods
- 157°F Ground beef (hamburger)
- **145°F** Fish, eggs, and pork

RE-HEATING

Food MUST be quickly **re-heated** before placing in a warming unit.

165°F Required re-heat temperature for ALL potentially hazardous foods

HOLDING

ALL potentially hazardous foods MUST be **held** either COLD or HOT.

- **45°F Cold** potentially hazardous food or beverages MUST be maintained at or below 45°F.
- **135°F** Hot potentially hazardous food or beverages MUST be maintained at or above 135°F.



WARM WATER REQUIREMENT FOR HANDWASHING AT CERTIFIED FARMERS' MARKETS AND TEMPORARY EVENTS

Effective January 1, 2015, DEH will be enforcing the CalCode requirement for warm water (100°F) for handwashing. If a hard-plumbed sink with hot and cold potable water is not available, warm potable water may be stored in an insulated food-grade container with a spigot that can remain locked in the open position and that is capable of maintaining water warm.



There are some containers with a push button spigot that can be retrofitted with lever-type spigots. These may be available from the manufacturer or from water container filling stores. All materials must be food-grade and must use potable water supply.

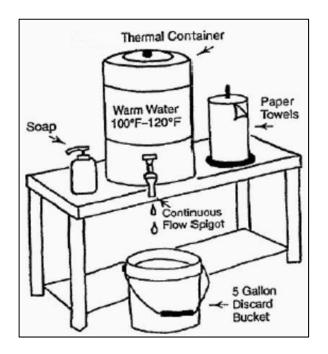
Options for obtaining warm water for handwashing include, but are not limited to:

- Heating water at the commissary then filling insulated water containers;
- Use a hot water heater (such as a coffee maker), then then mix with cold water;
- Heating water in a clean pot over a range/griddle in the food booth.



A handwash station is required to be operational inside the food booth if unpackaged food is handled prior to any food handling,

- Insulated water container with spigot that locks in open position
- WARM WATER
- Liquid soap
- Catch bucket
- Paper towels



Here is a list of resources you may research further. **These are NOT recommendations or endorsements.** You must still verify the products are food-grade, may store warm water and meet the department requirements. Check with the manufacturer.



www.cambro.com



www.webstaurantstore.com



www.carlislefsp.com Search: insulated beverage



<u>www.buddeez.com</u> This is a double-walled dispenser.



www.igloocoolers.com Igloo's website shows a lever-type spigot replacement part. Description states it fits all Igloo 2, 3, 5 & 10 gallon beverage coolers.



www.rubbermaidcommercial.com Search: insulated beverage



www.amazon.com You may try searching for: lever spigot



www.walmart.com Search: Mainstays 2-Gal Double Wall Dispenser

Some filtered water filling stores have a retrofit spigot with lever that may fit some insulated beverage dispensers that have a push-button spigot.

This document with website hyperlinks may be found on our website: <u>www.ehinfo.org</u> > Consumer Protection Division > <u>Certified Farmers' Markets</u>



TEMPORARY FOOD FACILITY BOOTH CONSTRUCTION

At minimum, all temporary food facilities must have approved flooring and overhead protection. If unpackaged food is prepared, the temporary food facility must be fully enclosed with 4 sidewalls.

FLOORING:

Floor must be smooth and cleanable, such as concrete, asphalt, tight wood or located inside buildings.

• If the booth will be located on grass, dirt, decomposed granite, or other porous material, additional flooring material such as a tarp or tight wood, must be provided.



 While the above-shown flooring materials are approved by this department, the local
 Fire Department may not approve the use of blue poly-tarps in cooking booths as they are considered flammable. Check with the local Fire Department for their requirements.

OVERHEAD PROTECTION:

Overhead protection (wood, canvas or other materials) must be provided to protect the facility from precipitation, dust, bird and insect droppings, and other contaminants. Activities allowed under a canopy only (no sidewalls required) include:

- Selling pre-packaged foods only.
 - Examples: bottled sauces, containers of hummus, tamales (in husk).
- Sampling pre-packaged or pre-portioned food samples. Examples:
 - Sauce (stored in squeeze bottles) is distributed into a sample cup for customer.
 - Pre-cut bread cubes (prepared in approved kitchen and stored in a shaker bottle) are dispensed to the customer. Oil (from bottle with pour spout) is drizzled over bread sample.
 - Dip pita chip (stored in food compartment) into hummus and serve to customer.
- Storing pre-portioned, unpackaged food items (e.g., cookies, cupcakes, donuts, samosas) in food compartments; served by operator to customers upon order using tongs or tissue. No self-service.
 - Food compartment must be of solid construction with a tight-fitting lid/door and must fully enclose all food, food-contact surfaces and the handling (service) of non-prepackaged food.





ENCLOSURE/SIDE WALLS:

A fully-enclosed booth with 4 sidewalls is required for operations conducting food preparation activities, such as food assembly, portioning, slicing, cooking, etc. Food preparation examples:

- Slicing food (e.g., cake, bread, pies) and serving to customer.
- Scooping food (e.g., ice cream, salsa, soup) and serving to customer.
- Mixing a packet of spices/seasonings into sour cream.

Construction:

- Booth sidewalls shall be tight-fitting with no gaps, except for window openings.
- Screening shall be at least 16 mesh per square inch.
- Window openings are limited to 216 square inches (approximately 1 foot x 1.5 feet) and shall be spaced at least 18 inches apart.





This supply list has been prepared to assist in preparing for your event. It may not contain all items needed for your particular set-up. Please refer to *Requirements for Temporary Food Facilities in the County of Santa Clara* for additional information.

- □ Health Permit must be posted onsite
- Booth completely screened if handling open food
- Booth floor covering for lawn or dirt
- Two or Three Tables for food preparation, utensil washing, etc. table surface must be smooth and cleanable
- □ Shelving store food at least 6 inches off the floor
- □ Probe-type metal food thermometer
- □ Cooking equipment
- Cold-holding equipment (e.g., refrigerator, clean ice chest)
- Hot-holding equipment (e.g., chafing dish, food warmer)
- □ Ice:
 - Ice for beverages (beverage ice MUST be kept separate from cold-holding ice)
 - Ice for cold-holding in ice chests
- Utensils (e.g., tongs, ice scoops, cutting boards)
- Disposable food service gloves
- Handwashing set-up:
 - Two drinking/spring water dispensers (minimum 2 gallons each)
 - Liquid handsoap in a pump dispenser
 - Paper Towels
 - catch bucket or tub (for wastewater)
- Utensil washing set-up:
 - Three containers each large enough to accommodate the largest utensil to be washed
 - Dishwashing soap
 - Household bleach
- Extra Water for both handwashing and utensil washing
- □ Waste containers (for use inside temporary food facility):
 - liquid waste (for ice melt, utensil washing, etc.)
 - trash (for paper and food waste, etc.)
 - grease (for both hot and cold grease waste)
 - charcoal and briquettes (if applicable)
- Perimeter fencing for open-air BBQ and deep fat frying areas (if applicable)
- Other:



TO BE POSTED INSIDE FOOD BOOTH Self-Inspection Checklist for Temporary Food Facilities

PRE-OPENING REQUIREMENTS: MUST BE COMPLETED BEFORE ANY FOOD PREPARATION OR FOOD DISTRIBUTION BEGINS

- Valid permit posted allowing operation of temporary food facility, as issued by the County of Santa Clara Department of Environmental Health.
- \square Approved supply of potable water provided.
 - Commercially purchased bottled water. municipal water (NO RECLAIMED WATER SOURCES), OR approved well water (requires prior evaluation of bacterial water test).
 - O Minimum of 20 gallons/day for utensil and hand washing.
 - $\bigcirc\;$ Additional water may be needed for food preparation activities (i.e. produce washing).
- All booths: cleanable floor (grass, dirt and decomposed granite MUST be covered with approved tarps or plywood) and overhead protection.

\square Booths that handle open food shall have:

- Window openings do not exceed 216 square inches. Minimum distance between window openings are not less than 18 inches. (Fire Dept. has been contacted regarding additional requirements)
- Fully enclosed booth with approved 16-mesh fly-screening or canvas on all sides.
- Hand wash station is set-up and ready-to-use inside booth.
 - O Approved water source, dispenser to have a spigot that can lock in the open position.
 - Warm water for handwashing.
 - Liquid soap in pump dispenser.
 - O Paper towels.
 - O Wastewater bucket.
- Utensil wash station is set-up and ready-to-use inside booth; test strips available.
 - 3 containers large enough to hold largest piece of equipment or utensil.
 - △ Soapy water in 1st container.
 △ Clean water in 2nd container.

 - \triangle Sanitizing solution in 3rd container. (use 1 tbsp of unscented bleach for 2 gal of water)
- Enough equipment provided to hold ALL:
 - Cold foods at or below 45°F (41°F if food used for next day).
 - Hot foods at or above 135°F.

FOOD BOOTH STRUCTURE AND OPERATIONS

- Correctly constructed and large enough to accommodate all food and equipment (no food preparation is allowed outside).
- Name of the booth (not less than 3 inches high), city, state, ZIP Code, and name of the permittee (not less than 1 inch high) to be displayed on side of booth.
- Shatterproof light bulbs or covers present over food preparation and food/utensil storage areas.
- Self-inspection checklist visibly posted inside booth.

- All open food stored inside facility and off the floor.
- \square All equipment and utensils approved for use.
 - Made of safe material and easy-to-clean.
 - No galvanized or enamel cookware or utensils.
 - O All utensils and cooking equipment are off the floor and inside facility (except BBQ and deep fat fryers or otherwise directed by the Fire Department).
- BBQ and deep-frying cooking areas fenced off from public access.
- \square Live animals not allowed in booth or cooking areas.
- Restroom(s) located within 200 feet.
- \square Safe and sanitary method available to dispose of charcoal and briquettes (i.e. metal waste container).
- \square Leak-proof containers provided for:
 - O Wastewater.
 - O Trash.
 - O Grease.
- Knows location of common waste disposal area.
- Sanitizing solution for wiping cloths provided (use 1 tablespoon of unscented bleach for 2 gallons of water).

FOOD PREPARATION AND HANDLING

- Food from an approved source - no foods stored or prepared in a private home unless this is Cottage Food Operation (food invoices/receipts must be available at booth for specialist's review during inspection).
 - O NO open food stored or displayed at service counters.
 - Condiments in single-service, pump-type or squeeze containers.
- Calibrated probe-type metal thermometer provided.
- Required minimum cooking temperatures monitored (pork 145°F, ground meat 157°F, poultry/stuffed foods/reheat 165°F).
- Utensils and disposable gloves provided to minimize hand/food contact.

EMPLOYEE HABITS

- Employees keep hands clean and wash hands frequently.
- \square Employees have no open sores or not affected with a disease in a communicable form.
- All food handlers are wearing clean clothing and hair is restrained if needed.
- No smoking allowed in food facility or fenced BBQ/deep-fat fryer area.

ADDITIONAL REQUIREMENTS

- \square Fire department has been contacted regarding any additional requirements.
- Department of Alcohol Beverage Control has been notified if alcohol is served.

SIGNATURE OF BOOTH OPERATOR



Per the Morgan Hill Municipal Code, vendors and food providers shall not dispense prepared food to a customer in a polystyrene foam food container. These containers are commonly known as StyrofoamTM.

By doing so, the City can serve as an example to the community and will reduce its burden on the local, state, and global environment by recognizing that expanded polystyrene is problematic to manage at the end of its useful life and is a major pollutant of creeks and waterways.

In favor of our environment, the use of paper, aluminum and other recyclable food containers is encouraged by any organizer, attendee or vendor (caterer) utilizing the City property or facility during the term of their rental agreement.

I have read and received City of Morgan Hill Ordinance 2090.

Signature: _____

_____ Date: _____

Tips for a Greener Event									
Reduce	Reuse	Recycle							
Rent instead of buying tables, tableware,	Use tablecloths, napkins, plates and	Buy products made from recycled							
linens and other items.	decorations that can be washed & reused.	content.							
Purchase food and supplies with reduced	Use reusable containers to transport food	Request vendors to use recyclable &							
packaging.	to and from the event.	compostable containers.							
Dispense condiments from bulk containers.	Donate unused items to charitable groups.	Ensure all event materials are							
Dispense condiments from bulk containers.	Donate unused items to chantable groups.	recycled/composted.							

Use These Instead of Styrofoam™



Recyclable plastics (# 1-5 and 7)

Compostable products

Questions? Contact Morgan Hill's Environmental Services Division: <u>environ@morganhill.ca.gov</u>, 408-776-7333



Community Development Agency 17575 Peak Ave Morgan Hill, CA 95037-4128 Phone: (408) 778-6480 Fax: (408) 779-7236 www.morganhill.ca.gov

Mushroom Mardi Gras

GENERAL

- 1. Vehicles necessary to the operation shall be parked at least 20' from any booth.
- 2. No other vehicles shall be parked within 100' of any booth except vehicles parked on a public street.
- 3. Emergency vehicle access will be maintained, with minimum 20' lanes provided throughout the event.
- 4. Emergency vehicle access points will be protected. Parking on public streets will be patrolled.
- 5. Fabric-covered booths or other membrane structures with sidewalls that are in excess of 400 square feet, or that are without sidewalls, and are in excess of 700 square feet must comply with the additional requirements set forth in the Fire Code for Temporary Tents and Membrane Structures.
- 6. All vendor booths, tents, canopies, and inflatable displays shall be anchored to resist wind movement.
- 7. When booths are set up along access roadways an unobstructed width of not less than 20 feet shall be maintained.
- 8. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10BC shall not exceed 75 feet.
- 9. All Fire extinguishers shall be clearly visible and accessible at all times.
- 10. Fire extinguishers shall be properly maintained with current service tags.
- 11. 2014 California State Ride inspection tags will be on each carnival ride.
- 12. No open flames or smoking will be permitted inside or within 10' of any booth.
- 13. Approved NO SMOKING signs shall be conspicuously posted.

Cooking Booth Constructions and Location:

- 14. All fabrics or membranes covering cooking booths must be certified flame retardant or treated with a fire retardant paint or spray.
- 15. Decorative materials must be inherently fire resistive, or must be treated with a fire- retardant paint or spray.
- 16. Each cooking booth shall have at least one exit, 3 feet wide by 6'8" high (booth frame shall not obstruct exit path).
- 17. Cooking booths shall have a minimum clearance of 10 feet on at least two sides.
- 18. Cooking Booths shall have a clearance of at least 10 feet from any vendor booth.

Cooking Equipment:

- 19. All interior cooking equipment shall be of an approved type and open flame cooking shall be a minimum of 18 inches from booth back/side drop materials.
- 20. Camping type stoves may be used only with approved fuel under the following conditions:
 - Do not add liquid fuel to stoves in booth.
 - Maximum of two gallons of fuel capacity for each appliance is allowed with no additional fuel storage inside of booth.
 - Do not use kerosene or gasoline.
- 21. Butane or Propane equipment shall conform to the following:
 - Cooking appliances must have an on-off valve and be located far enough away to safely shut off in case of fire.
 - Shut-off valves must be provided at each fuel source.
 - Hoses must be approved for use with the equipment and fuel type.
 - Tanks must be protected from damage and be secured in an upright position. Storage of extra butane or propane tanks will not be allowed in the booth.
 - Tanks not in use must be turned OFF.
 - Maximum quantity for use inside booths is 10 gallons.
 - Propane BBQ's shall be located outside, a minimum of 10 feet away from all booths and in areas where public access is prohibited.
 - The booth operator shall test all connections for leaks with soap and water solution prior to use.
 - Unused fuel cylinders shall be stored in a secured position. Maximum outside storage is 10 gallons.

Note: Specialized-cooking equipment, used outside of the booth may have larger tanks, when approved by the authority having jurisdiction.

Vendor Booth Construction and Location:

- 22. Each vendor booth shall have at least one exit way, a minimum of 3 feet wide by 6'8" high (booth frame shall not obstruct exit path).
- 23. Vendor booths shall have a minimum clearance of 20 feet on at least one side with clearance of at least 10 feet from any cooking booth.
- 24. A 10-foot wide separation shall be provided for every 200 lineal feet of vendor booths in a single row or every 100 lineal feet of vendor booths in a double row (refer to diagram).
- 25. Candles or open flame are prohibited without prior approval of the authority having jurisdiction.

Electrical Power:

- 26. Generators shall be placed in approved locations.
- 27. Each generator shall be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and be accessible at all times.

- 28. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
- 29. During approved refueling times, no smoking or open flames will be allowed within 25 feet of the refueling operation.
- 30. Extension cords shall be of a grounded type, approved for exterior use and be in good condition (no cuts or exposed wires, no electrical tape).

Flambe/Open Flame Cooking/ BBQ:

- 31. Use only an electric starter or commercially sold lighter fluid.
- 32. Charcoal/wood burning cooking and storage of lighter fluid is prohibited inside booths.
- 33. Flambe/Open Flame Cooking/BBQ Cooking shall be located a minimum of 10 feet away from booths and in areas where public access is prohibited. Exception: Fully enclosed BBQs may be less than 10 feet with prior approval of the authority having jurisdiction.
- 34. Flambe/Open Flame Cooking/BBQ Cooking shall not be under a canopy or overhand of any type.
- 35. Flambe/Open Flame Cooking/BBQ Cooking shall be 10 feet away from combustible structures and parked vehicles.
- 36. Coals shall be disposed in metal containers approved by the authority having jurisdiction.

Deep Fat Frying/ Wok:

- 37. Deep fat frying, Wok cooking operations shall be located outside the booth and no closer than 18 inches from any combustible material.
- 38. The cook area shall be located in an area where public access is prohibited.
- 39. Deep fat frying/Wok cooking equipment must be equipped with a temperature regulating device.
- 40. Separation shall be maintained with a minimum of 3 feet clearance between deep fat frying and flambe or open flame cooking.

Fire Extinguishers:

41. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of 2A:10B:C. Booths with deep fat frying or flambe cooking shall be equipped with an extinguisher rated for class "K" fires.

Should you require further information, please call 408-310-4654. I may also be reached by email at <u>DGood@fire.ca.gov</u> You may leave a voice mail message at anytime, and your call will be returned as soon as possible. The City of Morgan Hill Municipal Codes can also be reviewed at the City of Morgan Hill Web Site on the internet at <u>www.morgan-hill.ca.gov</u>.

Sincerely, Dwight Good Fire Marshal



Community Development Agency 17575 Peak Ave Morgan Hill, CA 95037-4128 Phone: (408) 778-6480 Fax: (408) 779-7236 www.morganhill.ca.gov

MOBILE FOOD FACILITY STANDARDS

The Morgan Hill Fire Marshal conducts regulatory inspections of Mobile Food Facilities (Food Trucks) when utilized in conjunction with a Special Event. The Santa Clara County Department of Environmental Health (SCCDEH), Consumer Protection Division provides direction and oversight on the annual permitting process for these facilities.

Food Trucks participating in a permitted Special Event (Festival, Carnival, Street Fair, Farmers Market, etc.) shall have a current valid SCCDEH permit, and be compliant with the following regulations:

- California Fire Code 2013 Edition (CFC)
- California Code of Regulations, Title 19 (CCR)
- California Mechanical Code 2013 Edition (CMC)
- California Health and Safety Code (H&S)

The Office of the State Fire Marshal amended CFC §904.11 to clarify the application of Underwriters Laboratories Standard 300 (UL 300). **These regulations became effective January 1, 2008.** All automatic fire extinguishing systems used for the protection of commercial cooking operations that produce grease laden vapors shall comply with UL 300. All existing dry and wet chemical fire extinguishing systems installed for the protection of those operations shall comply with the UL 300 Standard no later than the second required servicing of the system after January 1, 2008.

CFC §904.11.6.2

Automatic fire extinguishing systems shall be serviced at least every 6 months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion.

CMC §513.2.2

Commercial cooking equipment that produces grease laden vapors shall be provided with a Type I Hood (a kitchen hood for collecting and removing grease and smoke), in accordance with this code, and an automatic fire extinguishing system that is listed and labeled for its intended use as follows:

1) Wet chemical extinguishing system, (NFPA 17A, Standard for Wet Chemical Extinguishing Systems), complying with UL 300, Fire Testing of Fire Extinguishing Systems for the Protection of Restaurant Cooking Equipment.

CCR, Division 1, §573(a)

Fire extinguishers with a Class K rating shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).

H&S §113789

(a)"Food facility" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, including, but not limited to, the following: (1)An operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.

(b)"Food facility" includes permanent and nonpermanent food facilities, including, but not limited to, the following:

(4) Commissaries

(5) Mobile food facilities.

ELECTRICAL POWER

- 1. Generators shall be placed in approved locations. Generator placement shall be a minimum of 20 feet away from tents and canopies and their locations shall be inaccessible to the public and cordoned off with caution tape.
- 2. Only **Diesel** or **Propane** portable generators are permitted for use during Special Events. Each generator shall have a minimum 40B:C rated fire extinguisher near its location and accessible for use.
- 3. Food trucks with pre-plumbed (inboard) gasoline generators are allowed to operate provided they are compliant with the California Mechanical and Electrical Codes.
- 4. <u>Under no circumstances shall gasoline be stored in Food Trucks</u>. Portable gasoline generators (outboard, mounted, or free-standing) are not permitted for use during Outdoor Special Events.
- 5. Refueling of approved generators is prohibited during event hours. No additional fuel shall be stored on site during event hours. During approved refueling times, no smoking or open flames shall be within 25 feet of refueling operations.
- 6. Extension cords and cables shall be of a grounded type and approved for outdoor use. Extension cords shall not be frayed, worn, or in pedestrian traffic areas unless they are secured. Cables shall be provided with cable ramps.
- 7. All electrical power shall be in locations free from potential water intrusion and not located near gutters or storm drains.



Taste of Morgan Hill Lodging Options

Check online for updated Lodging information www.morganhill.org



Courtyard by Marriott 18610 Madrone Parkway Morgan Hill, CA 95037 marriott.com (408) 782-6034



Comfort Inn 16225 Condit Road Morgan Hill, CA 95037 comfortinnmorganhill.com (408) 778-3400



Hampton Inn 16115 Condit Road Morgan Hill, CA 95037 hamptoninn3.hilton.com (408) 779-7666



Residence Inn by Marriott 18610 Madrone Parkway Morgan Hill, CA 95037 marriott.com (408) 782-6034



Holiday Inn Express 17035 Condit Road Morgan Hill, CA 95037 hiemorganhill.com (408) 776-7676



La Quinta Inns & Suites 17043 Condit Road Morgan Hill, CA 95037 laquintamorganhill-sanjosesouth.com (669) 888-3700



CordeValle Golf Resort One CordeValle Dr. San Martin, CA 95046 cordevallegolf.com (888) 767-3966

RV Options



Thousand Trails 12895 Uvas Rd Morgan Hill, CA 95037 www.thousandtrails.com (800) 546-7222



Coyote Valley RV Resort 9750 Monterey Rd Morgan Hill, CA 95037 www.coyotevalleyresort.com (408) 463-8400



Maple Leaf RV Park

15200 Monterey Rd Morgan Hill, CA 95037 www.mapleleafrvpark.com (408) 776-1818