Temporary Food Booth Application

This application shall be submitted 30 days prior to event for approval.

(For Event Organizer, EH&S and Fire Prevention)

Your organization must designate two coordinators for your food event who are responsible for all stages of the approval process, food purchase/preparation, set-up, sale/service and clean up.

Name of the Event: _____________________________________________________________

Location of the Event: __________________________________________________________

Name of Your Organization: _____________________________________________________

Date(s) of the Event: _______________  Event Hours Start/End Times: ______________________

Event Organizer: ________________________________________________________________

Phone & Email: _________________________________________________________________

1. Two coordinators responsible for all aspects of temporary food event & on-site during event:

   Name                  Phone                  Email
   A. ____________________  ____________________  ____________________
   B. ____________________  ____________________  ____________________

EH&S: Two coordinators listed above shall complete food safety training online and provide proof of completion.

To access the online food safety training, visit lms.ucdavis.edu, and search for “Food Safety Training”

COMMENTS:

For Office Use Only

APPROVAL STATUS:

Approved by:

EH&S ________________________________ Date: ________________________________

Fire Prevention: ________________________________ Date: ________________________________

COMMENTS:

2/20/20
**MENU, PURCHASE, STORAGE, PREPARATION OF FOODS**

- Menu may not exceed 3 food items and may only include one main dish and one meat item.
- All foods must be prepared by your organization (Not commercial items purchased and just reheated or cooled)
- All cooking must occur on-site.
- All foods must be stored and prepared in a EH&S approved kitchen or purchased from University approved food facilities. Call the Office of Environmental Health & Safety at (530) 752-1493 for more information.

<table>
<thead>
<tr>
<th>List Food Item (No more than 3 food items: one meat or veggie main dish only)</th>
<th>Ingredients (List all)</th>
<th>Source of ingredients (No unpermitted sources (Ex. An Online Store/Fruit stands) (Grocery stores OK)</th>
<th>Where storing ingredients prior to preparation (Permitted commercial food facilities ONLY)</th>
<th>How items will be prepared in advance</th>
<th>Where you will prepare food in advance of event (Permitted commercial food facilities ONLY)</th>
<th>Where storing/refrigerating (Permitted commercial food facilities ONLY)</th>
<th>How will food be transported to event? (Food must be protected during transport)</th>
<th>Prep &amp; Storage that will be done on site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st item:</td>
<td>1st item:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd item:</td>
<td>2nd item:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3rd item:</td>
<td>3rd item:</td>
<td></td>
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</tr>
</tbody>
</table>

- Marinate
- Portion / Cut
- Assemble
- Refrigerate
- Freeze
- Other

- Fry
- Heat
- Grill
- Blend
- Boil
- Steam
- Assemble
- Portion / cut
- Keep cold
Menu and Preparation (continued)

Skip this item if you are preparing all of your food at a UC Davis kitchen or on-site at event. If preparing at another location, please provide the name, address and county of any other facilities where each preparation activity will occur. Please provide a copy of the County Environmental Health Permit for each kitchen listed.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address</th>
<th>County &amp; Permit #</th>
<th>PreparationActivity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicate how each food item will be served:

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Will it be served hot? (yes or no)</th>
<th>What equipment will be used to keep it hot on site?</th>
<th>Will it be served cold? (yes or no)</th>
<th>What equipment will be used to keep it cold on site?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Steamed Rice</td>
<td>Yes</td>
<td>Rice cooker</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Ex. Root Beer Floats</td>
<td>No</td>
<td>N/A</td>
<td>Yes</td>
<td>Ice Chests</td>
</tr>
</tbody>
</table>

1. 
2. 
3. 

- Each organization is responsible for providing all equipment and 100 ft. extension cords that are UL listed and meet campus electrical requirements (No multi-plug extension cords/power strips).
- Each booth is limited to three (3) electrical appliances.
- List all electrical equipment you will use and provide the amperage, which can usually be found etched into the bottom of the appliance or into a metal plate secured to the device.
- List any gas/propane burning equipment.
- **Applications cannot be processed and approved without amperage information.**

Example:

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>AMPERAGE</th>
<th>PROPANE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crock Pot</td>
<td>0.45amp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grill</td>
<td>--------</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Rice Cooker</td>
<td>1.12amp</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office Use Only:

Fire Extinguisher Required? **Yes** NO  If yes, which kind: K ABC
Milk crate required? **Yes** NO
Thermometer required?  
Yes  NO
FOOD BOOTH SET-UP CHECKLIST

Remember: Your organization must provide all your own supplies and equipment.
Below is a complete list of items you must provide. Check these off as you include them on your site plan (on the next page) and make sure you have them on site for inspection:

- Enclosed tent (minimum 8’x8’, maximum 10’x10’) with four sides, front and back must zip open, with flame resistant CPAI-84 certified tarp completely covering floor area.
- Two pass-thru windows with closable downward flaps.
- Hand washing Station on top of table: Must include potable water in 5 gallon container with hands free faucet/spigot; liquid hand soap in a pump dispenser; paper towels; and a catch basin to collect waste water (located inside tent).
- Sale/Service Area Table (check with Event Sponsor for how many 8’ tables & chairs will be provided).
- Food preparation table(s).
- Utensil/Ware washing Station on table: 3 large containers/tubs (Wash - Rinse - Sanitize); liquid bleach/quaternary ammonia sanitizer; dishwashing soap, testing strips and an area for air-drying utensils. If the utensil ware washing is outside, overhead protection must be provided.
- Hot and Cold Electrical Equipment plus one 100 ft. 12 or 14 gauge electrical cord BBQ / Propane Stove / Open Flame Equipment (including sternos, chafing dish, etc.). Propane tanks must be secured against tipping with milk crates or similar item & located away from traffic areas. BBQ area must beroped-off.
- Ice Chests - Raw meats shall be stored separately from produce/ready to eat foods to prevent cross contamination
- Pallets/Boxes/Shelves for storing equipment & food at least 6” off ground prior to usage.
- Fire Extinguisher
- Trash Can with leak proof garbage bags
- Probe thermometer
- Oil/Grease Disposal Container plus Secondary Drip Pan
- Plastic Disposable Gloves (recommend non-latex)
- Decorations must be within footprint of tent, structurally sound and fire proofed.
- Booth Identification - Facility/org name, city, state and zip code.
DRAW YOUR FOOD BOOTH PLAN BELOW

Include fully enclosed tent, floor tarp, sales/service area, hot & cold equipment, preparation and storage areas.

**Equipment Location:**
* Hand washing station shall be located **inside** booth.
* BBQs/grills/fryers, etc. shall be located **outside** (behind booth) in the middle of the backyard & sectioned-off with either rope or similar material.
* Utensil washing station **may** be located outside with overhead protection.
* Food preparation tables, fire extinguishers & trash can **inside** your booth.

**Use checklist on previous page to ensure you mark all equipment required:**

**Booth Floor Plan**

Back of Booth

Front of Booth

**Draw your site plan and indicate flow of food preparation to service:**

Tent doing non-prepackaged foods must have service windows that are **closable**, (14 x 14 inch maximum)

TEMPORARY FOOD BOOTHS THAT HANDLE UNPACKAGED, OPEN FOODS SHALL PROTECT FOOD BY A FULLY ENCLOSED TENT WITH 16 MESH PER SQUARE INCH SCREENS