

Community Event Organizer Requirements

Thank you for your interest in organizing a community event that will include selling or giving of food and/or beverages to the public. This guide has been prepared to assist you, the community event organizer in providing safe and wholesome food to the public and preventing foodborne illness by complying with the requirements of the California Retail Food Code (Cal Code).

A community event is defined in Cal Code 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.

All community events where food will be sold or given away to the public and when there are more than two temporary food facilities (i.e., food booths) and/or three permitted mobile food facilities operating at the event are required to obtain an event organizer permit with Los Angeles County (LAC) Department of Public Health (DPH), Environmental Health (EH) Division, Community Events Program.

APPLYING FOR A COMMUNITY EVENT ORGANIZER PERMIT

To get started, submit a completed Community Event Organizer Application along with a site map and payment to the Community Events Program at communityevents@ph.lacounty.gov at least 30 days prior to the community event start date. An expedited processing fee equal to the greater of \$50.00 or 25% of the permit fee will be assessed for any application submitted less than 14 calendar days prior to the start of the event. Applications submitted 2 or less business days before the event will not be accepted or processed. If you have any questions, please contact the Community Events Program at (626) 430-5320.

Some community event organizers may be exempt from County permit fees and/or the requirements of Cal Code. The Exemption Certification for Community Events form is available on the EH [website](#). Community event organizers who are not exempt from Cal Code are required to complete a Community Event Organizer application and submit to the Los Angeles County Department of Public Health, Environmental Health (EH) Division for review and approval.

Fees for Community Event operating up to 25 days in a 90 period	
Community Event Organizer	\$358.00

The event organizer is responsible for ensuring that:

- All food booth operators that plan to participate in the community event submit a Temporary Food Facility (TFF) Application for review and approval.
- All food trucks/trailers and food carts that plan to participate in the community event must have a current health permit.
- Food trucks/trailers and food carts that are permitted in another county or do not have a current Los Angeles County permit, must submit a TFF Application for review and approval.
- Ensuring that there are adequate public toilet facilities for the public.

The permit is valid only for the specified site and date(s). The permit must be available for public view. The community event organizer is responsible for ensuring that all food vendors are properly permitted prior to the start of the event.

COMMUNITY EVENT ORGANIZER REQUIREMENTS

It is the community event organizer's responsibility to ensure that temporary food facilities that are participating in the event have adequate handwashing sinks, warewashing sinks, employee and public toilet facilities, water supply, sewage and liquid waste disposal, and trash containers before the community event starts.

WAREWASHING SINKS

Warewashing sinks must be available for any food booths that handle open food. Sinks must be located within 100 feet of food booths. It is recommended that the organizer provide detergent, sanitizer, and test strips to ensure that all food operations can use the sinks. The 3-compartment sink must have the following:

- Sink compartments must be large to accommodate immersion of the largest equipment and utensil, with dual integral drain boards
- Hot (120 °F) and cold running water
- Overhead protection
- Minimum 25 gallons of potable water for each food booth using the sink
- No more than 8 temporary food facilities that handle unpackaged food may be approved to share a warewashing sink



Warewashing sinks may not be required if the event is limited in time where food operations do not exceed more than four hours of food service and the food booth provides an adequate supply of spare to replace utensils which become soiled or contaminated. Utensils must have been properly washed and sanitized at an approved food facility.

Note: Food trucks and food carts that do not have a permit from a local health department are required to sanitize their water tanks by an approved method or following the instructions provided by the health department. If the event isn't providing a method to fill water tanks, then the event organizer provided warewashing sink must be used for warewashing. Food trucks or carts are subject to the same warewash and handwash sink requirements as that of a food booth.

FOOD EMPLOYEE TOILET FACILITY/HANDWASHING FACILITY

- One (1) toilet for each 15 food employees must be located within 200 feet of each food booth, food truck or food cart
- A hand washing sink with warm water (100°F), liquid soap, single use towels, and a trash container for towel waste must be adjacent to the toilet facility.
- A sign is to be posted indicating "Employees Only"



Note: Handwashing sinks inside of a mobile food facility MAY NOT be substituted for a handwashing sink required at a restroom facility.

PUBLIC TOILET FACILITIES

- Adequate toilet facilities (permanent or portable) are to be available for public use
- One handwashing sink is available for every for every (4) toilets. Sinks are stocked with liquid soap, single use towels, and a trash container for towel waste.
- For multi-day events, restrooms should be serviced at the end of each operating day, handwashing supplies are replenished, and trash containers are emptied.



Use the chart to calculate the number of toilets needed to ensure adequate toilet facilities are provided to guests.

Maximum Expected People Attending	NUMBER OF HOURS FOR EVENT									
	1	2	3	4	5	6	7	8	9	10
	Number of Toilets Needed									
<500	4	4	4	6	6	6	8	8	8	8
500 -1,000	4	6	6	6	6	8	8	8	8	12
2,000	4	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	20	24	28
5,000	12	12	12	16	20	30	30	30	30	34

Maximum Expected People Attending	NUMBER OF HOURS FOR EVENT SERVING ALCOHOL							
	1 - 4	5	6	7	8	9	10	
	Number of Toilets Needed							
<500	6	6	6	8	8	8	8	
500 -1,000	6	6	8	8	8	8	12	
2,000	8	8	12	12	12	12	16	
3,000	10	10	12	16	16	20	20	
4,000	16	16	16	20	20	24	28	
5,000	20	20	30	30	30	30	34	

POTABLE WATER

- An adequate supply of potable water is to be available for all food operations.
- Use of approved food grade hoses to connect to the potable water system.
- Protect potable water sources with a backflow protection device required by applicable plumbing codes.

SEWAGE/LIQUID WASTE

- An approved sewage removal vehicle is available to service portable toilets and remove liquid waste from sinks with holding tanks.
- Holding tanks must have a capacity 50% greater than the potable water tanks.

ANIMALS

- Food booths must be located at least 20 feet away from any petting zoo or other animal exhibit (except service animals).
- No live animals, birds, or fowl are allowed in the food booth.



TRASH

- Trash containers with plastic bag inserts are to be available adjacent to food booths and throughout the community event as needed.
- Trash contains are to be emptied, and bags replaced on a regular basis to prevent a nuisance (i.e., flies or vermin).
- Trash must be disposed of in an approved manner and as needed.
- For multi-day events, trash should be collected at the end of each operating day and placed into covered containers.



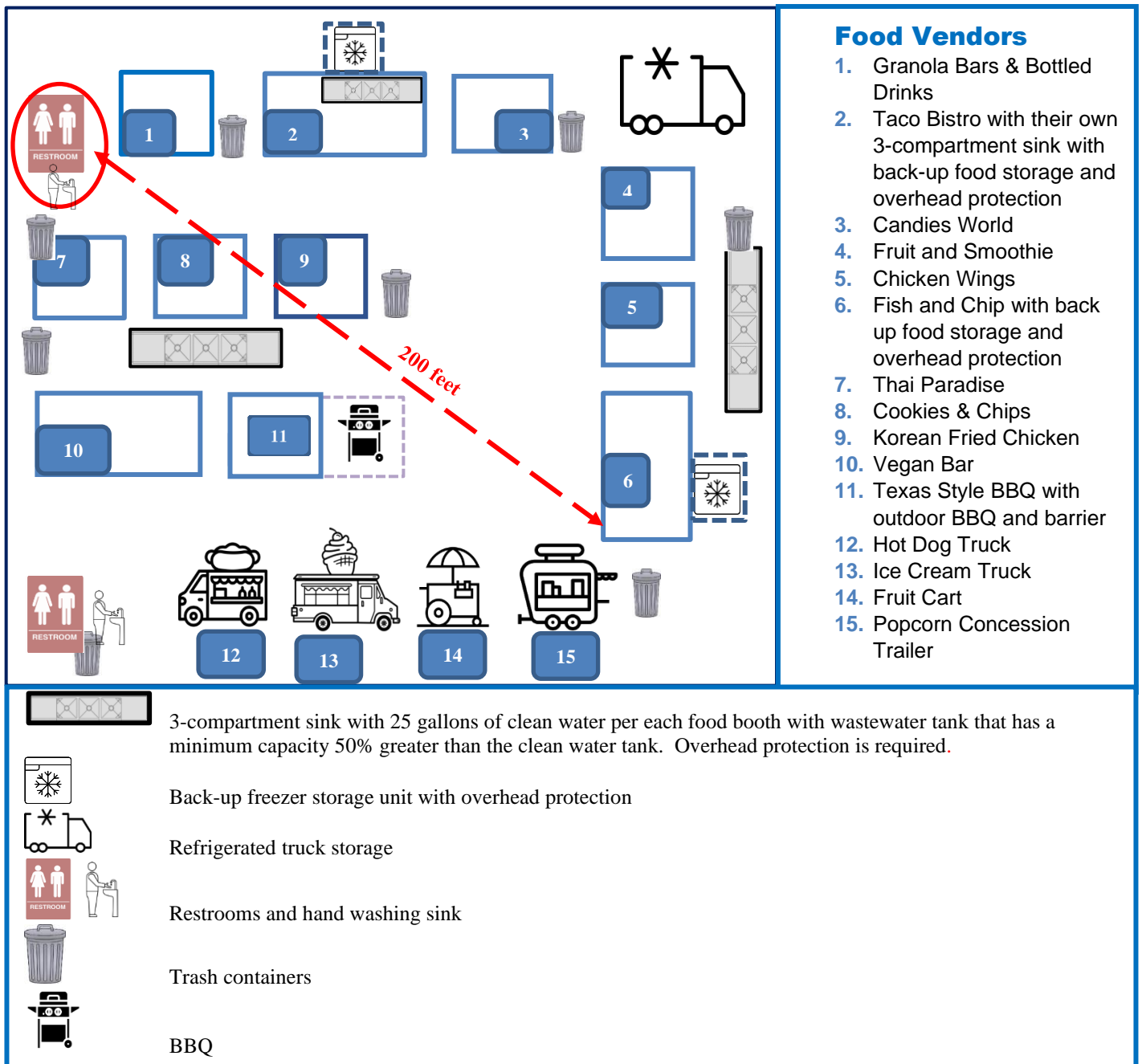
FOOD BOOTH

- If providing food booths for the food vendors, ensure that booths with opened foods or food preparation are:
 - Not placed under trees
 - Floor surface must be concrete, asphalt, tight fitting wood or other similar cleanable material
 - Enclosed with 16 mesh per square inch screens

SAMPLE OF SITE MAP

Identify the location of the following:

- Proposed food vendors
- Back-up food storage/storage units/refrigerated trailers for food vendors
- Employee restrooms and public restrooms
- Trash containers
- Shared 3-Compartment sinks
- Clean water supply and wastewater (if provided)
- Electrical (if provided)



If you have any questions about the application process or would like to schedule an in-person consultation, please contact the Community Events Program at (626) 430-5320. We look forward to assisting you in your upcoming event.