

Food Sales Information

NO HOME FOOD PREPARATION OR STORAGE ALLOWED

Food Items to be Sold: _____

Location of Food Preparation*: _____

Location Where Food Will Be Stored Prior to
Event: _____

Method of Food Preparation: _____

ACKNOWLEDGEMENT

I Have Read And Fully Understand The
Requirements For Food Booths At
Temporary Events. I Am Aware That Non-
Compliance With These Requirements Or
Other Health Code Violations May Result In
Closure Of My Booth.

Business Name: _____

Name of Food Vendor: _____

Phone Number: _____

Address: _____

City: _____ Zip: _____

Signature: _____

Date: _____

*Acceptable sites are restaurants, school
kitchens, and church facilities.

Food Sales Information

This information must be received by
Environmental Health Office at least two
weeks prior to the event date. Information
received after this date may jeopardize your
participation in the event. Permit will be
issued after review of the application. Late
applications will not be accepted.

Name of Coordinator/Organizer: _____

Address: _____

Phone: _____

Application Fees:

- \$36.00 Pre-packaged food and beverage
- \$149.00 Unpackaged food and beverage
prepared

Event: Private _____ City Sponsored _____

Name of event: _____

Date and Time: _____

Location: _____

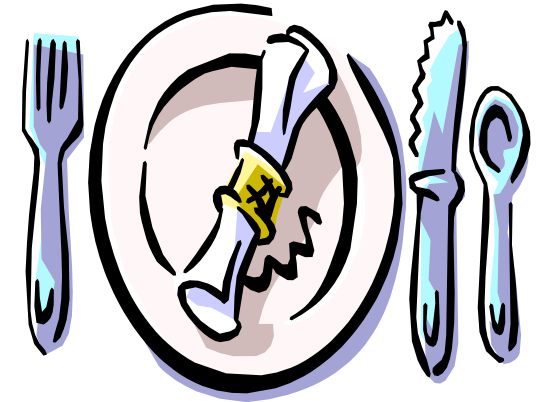
Approved: _____ Denied: _____

Inspector: _____

Date: _____

Note: Each food booth operator must have
a copy of this handout within the booth.

FOOD BOOTHS REQUIREMENTS FOR TEMPORARY EVENTS



City of Berkeley
Department of Health and Human Services
Division of Environmental Health
1947 Center Street, Third Floor
Berkeley, CA 94704
tel. (510) 981-5310
fax: (510) 981-5305
E-mail: envhealth@ci.berkeley.ca.us

REQUIREMENTS

The following information is provided to assist you in fulfilling the requirements regarding temporary food sales from booths in the City of Berkeley.

SETTING UP YOUR BOOTH

▪ **Temperature Control:**

1. Cold foods - maintain food temperatures at 45°F or below.
2. Hot foods - maintain food temperatures at 140°F or above.
3. Provide probe thermometers to check temperature.

4. **FOODS IN TRANSIT MUST BE PROTECTED FROM CONTAMINATION AND MUST MEET THE ABOVE NOTED TEMPERATURE REQUIREMENTS.**

▪ **Handwashing Station:**

1. Provide a water container with a dispensing spout or drain valve.
2. Provide Liquid soap pump dispenser.
3. Provide paper towels.
4. Provide a bucket to catch wastewater.

▪ **Utensils Washing Station:**

1. Provide two buckets for washing
 - a. One with soapy water.
 - b. Second with mild bleach and water solution (one teaspoon or capful of household bleach per gallon of water).
2. Provide larger containers if utensils are unable to fit into buckets.

▪ **Food Preparation:**

1. Provide smooth and cleanable work surfaces for food preparation.
2. Provide tongs, spoons or long handled forks to handle food items.
3. Provide plastic gloves for food handling.
FOOD IS NOT TO BE HANDLED WITH BARE HANDS.

REQUIREMENTS

NOTE: FOOD PREPARED OR STORED AT HOME IS NOT PERMITTED.

4. **ALL FOOD HANDLING AND PREPARATION MUST TAKE PLACE WITHIN THE FOOD BOOTH UNLESS APPROVAL OF A DIFFERENT PREPARATION SITE HAS BEEN OBTAINED FROM THE DIVISION OF ENVIRONMENTAL HEALTH.**

▪ **Food Storage:**

1. Provide ice chests with adequate supply of ice for perishable food items (meat, fish, dairy products, etc.).
2. Ice used for refrigerating perishables cannot be used for consumption (i.e. drinks, smoothies, ices, etc.)
3. **FOOD ITEMS ARE NOT TO BE STORED ON THE GROUND.**
4. Self-serve condiments are to be covered or sealed in individual packets.

▪ **Garbage Disposal:**

1. Provide garbage container for each booth.
2. Clean booth area at end of event day.
3. No liquid waste generated in booth must be put into the storm drains.

STYROFOAM PRODUCTS ARE PROHIBITED.

▪ **Booth Occupancy:**

1. Only 5 persons permitted per booth.
2. **PERSONS UNDER 16 YEARS OF AGE & PETS ARE NOT PERMITTED.**

▪ **Barbecue Pits and Grills:**

1. All barbecue grills must be placed outside of booth.
2. Provide heat resistant container or pan to catch fallen ashes or charcoal.

REQUIREMENTS

▪ **Floor Area:**

Provide tarp (heavy gauge plastic) to protect floor area of booth if floor area is not concrete or asphalt.

▪ **Safety:**

1. Provide a fire extinguisher for cooking booths (barbecue, deep fryers or open flame).
2. Provide a small first aid kit for minor cuts or burns (bandages and first aid ointment).
3. **LOUD, NOISY GENERATORS ARE NOT PERMITTED.**
4. Smoking is prohibited inside of booths.

GENERAL INFORMATION

IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INFORMATION, PLEASE CONTACT:

***Environmental Health Division
1947 Center Street, 3rd Floor
Berkeley, CA 94704***

Tel. No. (510) 981-5310

Fax No. (510) 981-5305

E-mail: envhealth@ci.berkeley.ca.us

The office is open **MONDAY-FRIDAY** between **8:00 a.m. to 5:00 p.m.**

NOTE: Effective July 1, 2007 and per Resolution No. 62,948-N.S. all Non-City sponsored events are charged **\$149.00** per booth.