





ATTACH ADDITIONAL SHEETS IF NECESSARY.

County of Santa Clara Department of Environmental Health  
 1555 Berger Drive, Suite 300, San Jose, CA 95112-2716  
 Phone 408-918-3400 • Fax 408-258-5891 • [www.EHinfo.org](http://www.EHinfo.org)

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

Business Name: \_\_\_\_\_ Temporary Event Name: \_\_\_\_\_

Menu Item(s)  Include all food, beverages, condiments and all extra ingredients served with each item.	* (1) Prepared in Advance	Item will be served AT the Event:					* (3) Serve samples	Preparation Methods AT the Event:					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) <b>AND</b> any additional preparation methods. - If any potentially hazardous foods will be held at room temperature, you must submit a written procedure for approval.
		Prepared ONLY at event	* (2) Pre-packaged	Hot	Cold	Room Temperature		Cook to Order	Thaw	Cut / assemble / portion	Cook / bake / grill	BBQ / Deep fry	
<i>Example: Hamburger</i>		X		X				X			X		<i>BBQ to cook, chafing dish to hot-hold</i>
<i>Example: Cookies</i>	X					X							<i>Food storage containers</i>

\* (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.

Commercial Kitchen or Commissary Name	The Applicant submitting this application has permission to use 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 If this permission is rescinded, I will immediately notify County of Santa Clara, Department of Environmental Health (408-918-3400).		
Address and City			
Phone #	Date(s)/Time(s) of Pre-Event use	Print name of Permit Holder or Authorized Kitchen Representative	
<input type="checkbox"/> Valid Health Permit in Santa Clara County (SCC). Enter facility #: FA	Signature		Date
<input type="checkbox"/> Facility is permitted outside SCC (ATTACH A COPY OF VALID HEALTH PERMIT).			

(a) Describe food items and how they will be prepared.

(b) Describe cooling procedure for potentially hazardous foods (PHF). (Include how temperatures will be monitored and verified.)  No PHFs

\* (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: [www.cdph.ca.gov](http://www.cdph.ca.gov).

\* (3) SAMPLING Procedures: Samples prepared in advance?  Yes  No Samples pre-portioned and pre-packaged in advance?  Yes  No

Include how and where samples will be prepared and how they will be served.