



Ventura County Environmental Health Division  
 800 S. Victoria Ave., Ventura CA 93009-1730  
 TELEPHONE: 805/654-2813 or FAX: 805/654-2480  
 Web Site: [www.ventura.org/rma/envhealth/programs/comm\\_serv/food/event.html](http://www.ventura.org/rma/envhealth/programs/comm_serv/food/event.html)

## SPECIAL EVENT TFF OPERATOR APPLICATION INSTRUCTIONS AND FEE SCHEDULE

**Use this guideline to determine fees and requirements.  
 DO NOT SUBMIT THIS FORM TO EHD.**

1. The operator of each Temporary Food Facility (TFF) must complete and submit the application and fee to THE SPECIAL EVENT ORGANIZER. The event organizer schedules an appointment with the EHD Special Event Coordinator **at least 2 weeks prior to the start of the event** (see #5 below) to submit all applications.
2. Applications or payments received in the mail from either a TFF operator or an Organizer will be returned. All applications must be submitted in person by the Organizer. Use the application form dated July 1, 2011. This form is available on our website or at the public services counter. Only this application form will be accepted.
3. Refer to the Temporary Food Facility Requirements and Procedures for a complete list of requirements.
4. **Submit a drawing of the TFF.** Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, and customer service areas. (See example)

5. EHD Special Event Coordinators:

For events located at-	Contact-
a. Ventura, Ojai, Oakview, Oxnard, Port Hueneme, or the Ventura County Fairgrounds	Martha Ramirez 805/654-2647 Email: <a href="mailto:Martha.Ramirez@ventura.org">Martha.Ramirez@ventura.org</a>
b. Piru, Fillmore, Santa Paula, Camarillo, Moorpark, Newbury Park, Thousand Oaks, Oak Park, Westlake, or Simi Valley	Holly Sinclair 805/654-2431 Email: <a href="mailto:Holly.Sinclair@ventura.org">Holly.Sinclair@ventura.org</a>

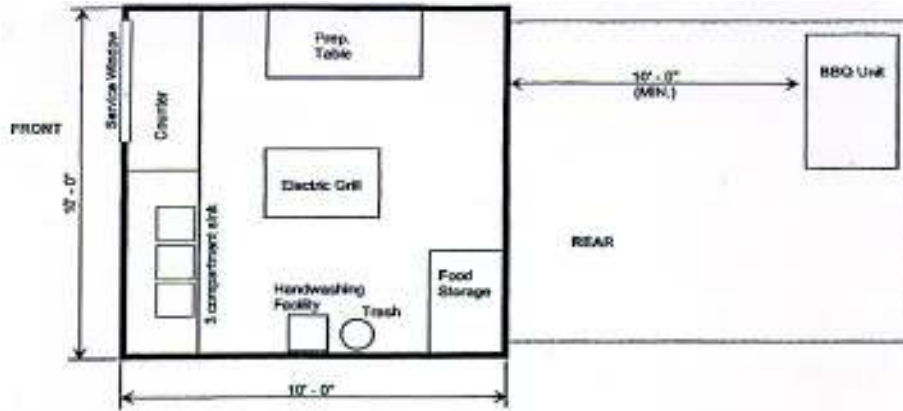
### FOOD FACILITY FEES AND WAIVERS *(Check appropriate items)*

**The fees shown on this page are effective for events occurring through June 30, 2012.**

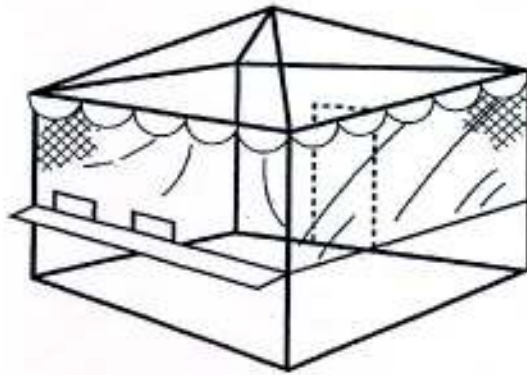
√	Type of TFF	Fee Due
	1. <b>TFF-1: Handling open foods or potentially hazardous foods</b>	
	a. 1-Day	<b>\$63.00</b>
	b. 2-Day	<b>\$104.00</b>
	c. Each additional day of operation	<b>\$22.00</b>
	2. <b>TFF at a Certified Farmers' Market (3-month permit)</b>	<b>\$104.00</b>
	3. <b>Fee Waiver and Reduction</b> <i>Requirements to qualify for a 50% fee reduction:</i> a. Person providing food safety oversight has taken an EHD TFF food safety course within the last 12 months.  <i>Additional requirement to qualify for a full fee waiver:</i> b. The TFF is operated by a non-profit organization. <i>Provide a copy of the TFF training certificate, documentation of non-profit status, and complete the declaration, Part C on the Operator Application (page 1, bottom).</i>	
	4. <b>Veteran Fee Exemption</b> <i>Requirements for Veteran Full Fee Exemption:</i> a. Owner/Operator is sole proprietor AND a veteran honorably discharged. <i>Provide a copy of the DD214 form or other proof of honorable discharge.</i>	

**Calculate the total fee due from above (#1 or #2 minus #3 or #4 = fee due) and write this amount on "Fee Due" Box, Part B of Special Event TFF Operator Application.**

**Example of Enclosed Booth:**



Finish Schedule	Materials
Floor	Plywood
Walls	Plywood and Metal Mesh Screening
Ceiling	Flame proof canvas



**TFF Lay-out**

DRAWING NOT TO SCALE

**Illustration of a gravity hand-wash setup:**

