



2022 EVENT NOTIFICATION FORM

This is NOT A PERMIT APPLICATION. It is for informational purposes only.

To plan for this year, please complete and return by January 17, 2022 by mail, fax, or email to:

County of Santa Clara

Fax: 408-258-5891

Department of Environmental Health

Email: TempEvents@cep.sccgov.org

1555 Berger Dr, Suite 300, San Jose, CA 95112

Event Name			
Event Location			
Event Address, City			
Event Date(s)			
Food service time(s):			
Approximate # of food/beverage booths:		# of Out of County Mobile Food Trucks, Trailers, Carts:	
Event Coordinator/DBA			
Mailing Address			
Contact Person's Name/Number			
Email Address			
Is this a Craven Act Event? (yes - complete forms)			
Specify food sold/given away at the event			

IMPORTANT INFORMATION:

- New Temporary Events Program Contact:** Deepa Dillikar, Sr. REHS Deepa.dillikar@cep.sccgov.org 408-918-3490
- All applications and fees must be submitted to this Department, by the Event Coordinator, at least 2 weeks before the event to avoid late fees.** Current applications can be found on the Temporary Events website.
- Request for Invoice:** If you need to receive an invoice to pay the entire balance due online by credit card or e-check, we must receive all applications at least 3 weeks before the event start. You must receive a response by email acknowledging your request (out of office response does not apply). Payment will be due at least 2 weeks (business day) before the event. All financial transactions before 4:45pm M-F during business hours.
- For indoor events.** Include an overview of how the food and drinks will be served/distributed (i.e. buffet table for food, bar in one corner, coffee/tea at another area). A simple hand-written drawing will be acceptable.
- Vendors claiming Veteran's Permit Fee Exemption.** Veteran (submit the Affidavit for a Veteran's Exemption form with required documentation, along with a copy of your honorable discharge form **without** your social security information
- Food Vendors selling food that is prepared in advance - manufactured or processed:** Submit a valid copy of your CDPH *Processed Food Registration* (PFR) or the company's PFR that processes your food (typically called a "co-packer") with the application. If your food is sold outside of your manufacturing facility and requires a label, you must obtain a PFR before a permit can be issued for the event. Information on CDPH's PFR program can be found at <https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/ProcessedFoodRegistration.aspx>
- Advanced Food Preparation:** If you are conducting advanced food preparation prior to the event and possess any of the following: 1) a valid CFO Class A registration or Class B permit, 2) an annual environmental health permit for your fixed food facility or catering operation, or 3) CDPH PFR, the Department reserves the right to conduct an inspection during that activity which must occur at an approved food facility. Inspection fee charged at \$219 per hour.
- Additional Fee:** \$219 will be charged if the inspector returns to the event - includes, but not limited to, food service starting later than indicated on application, vendor starting later than the other vendors on/or another day, to conduct a reinspection, etc.
- For more information:** Contact the Department at 408-918-3400 or visit our website at: <https://www.sccgov.org/sites/cpd/programs/Pages/home.aspx>, click on Programs and Services, followed by Temporary Events.