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**SUBSTANTIVE POLICY STATEMENT**  
SPS-EH-2012-009

A substantive policy statement (SPS) is advisory only. In accordance with A.R.S. §11-1601, SPS's do not include internal procedural documents that only affect internal procedures of the Maricopa Environmental Services Department and do not impose additional requirements or penalties on regulated parties or confidential information.

**1. SPS Subject:**

The purpose of this SPS is to clarify the permit requirements related to registering a special event with the Department.

**2. Statutory Overview:**

Maricopa County Environmental Health Code (MCEHC)

**3. SPS:**

Chapter 8, Section 1, Regulation 1.(26) defines an event as a public celebration such as but not limited to a fair, festival, circus, exhibition, carnival, food and/or drink tasting. A Temporary Food Establishment, Seasonal Food Establishment, or Special Event Food Establishment permit can only operate at an event that meets this definition and has been registered and approved by this Department. Per Chapter 8, Section 3, Regulation 2.d. of the MCEHC, the property owner of an event location, or his/her designee, must register any event at least 30 days prior to the start of the event. The registration process is completed using the Event Coordinator Application provided by the Department.

**The following are examples of criteria the Department uses in defining an event. Additional criteria may be used to make a final determination.**

- A. A completed application submitted by the Event Coordinator.
- B. Whether the event is registered with the local municipality.
- C. Whether the event is related to a public holiday or celebration.
- D. Whether the event is advertised to the general public.
- E. Whether it is a single event held for not more than 14 consecutive days (For use with Temporary Food Establishment and Special Event Establishment permits).
- F. Whether it is a single event held for a duration of 15-120 days (For use with Seasonal Food Establishment permits).

**An event is not the following (not all inclusive):**

- A. A local youth league game that recurs weekly, monthly, etc.
- B. A Swap Meet
- C. A Farmers Market
- D. A Public Market
- E. A non-commercial social event that takes place at a workplace
- F. A potluck
- G. An employee-conducted function that lasts less than four hours and is not regularly scheduled such as employee recognition, an employee fund-raising or an employee social event

**An example of an event is (not all inclusive):**

- A. Grand Opening
- B. Circus
- C. Tasting event
- D. BBQ Competition
- E. Festivals
- F. Large sporting events: I.E. Fiesta Bowl, BCS National Championship, Regional Soccer Finals

Vendors that choose to operate at a location that does not meet the Department's definition of an event may do so using other Department food service permits, such as a Mobile Food Unit, Pushcart, or Food Peddler permit.

**4. SPS Effective Date:**

July 1, 2012

**5. SPS New Document/Revision Statement:**

SPS-EH-2012-009 is a new SPS.

**6. Contact Us:**

For questions or comments regarding this SPS or to obtain a copy of this document, please contact the Department Records Custodian at the address and/or phone number above.