



North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3032
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

MEMORANDUM

To: Third Thursday Food Vendors

From: Deborah A. Caronna, MS, R.S.
Director of Food & Institutional Services

Date: July 7, 2021

Re: Application Deadline and Fee - **REVISED**
Third Thursday Event-September 16, 2021

The North Central District Health Department has revised our fee schedule and application for the September 2021 Third Thursday. Use this revised application form and fee schedule to:

1. Get approval from the Third Thursday Committee, Erin Morelle at foodvendors@willimanticstreetfest.com to participate as a food vendor.
******* The fee for commercial organizations will be \$100.00 for the September 16, 2021, event. The fee for non-profit organizations will be \$50.00 for the event. The deadline to file the completed application and fee is September 1, 2021; postmarked on or before September 1, 2021. After September 1, 2021, there will be a late fee of \$50.00.**
2. Once approved by the committee, submit the enclosed Third Thursday application with the fee, payable to “NCDHD” on or before September 1, 2021. We do appreciate receiving the applications as soon as possible. You can mail or bring a completed application with fee to our Windham office located in the Windham Town Hall at 979 Main Street, Willimantic (860) 465-3033 (**call ahead to verify the Town Hall is open to the public**).
3. We have enclosed an application for you to complete. Please read the application.

Any questions may be directed to our Windham office at (860) 465-3033 on Monday, Tuesday, and Wednesday between 8:30 am & 1:00 pm; Thursday evening between 5:00 & 7:30 pm, or Friday mornings between 8:30 am and noon. Contact by e-mail should be directed to Luigi Sartori at lsartori@ncdhd.org.



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“Windham Third Thursday-September 16, 2021” Temporary Food Service Application

***Organizations who file less than two (2) weeks prior to event will be charged a \$50 late fee-deadline to file is September 1, 2021. If submitting by mail, must be postmarked on or before September 1, 2021.**

Name of Food Operator: _____

Address of Food Operator: _____

Event: Third Thursdays Street Fest **Approved by Third Thursdays Committee? Yes No

Address of Event: _____

Date(s) of Event: _____

Time(s) of Event: _____

Number of Food/Beverage Concession Booths: _____

“QFO for Event” (Attach copy of food safety certificate):

Remarks: _____

Please **print** Name of primary contact person for food: _____

Day Time Telephone No. (8:30 am - 4:30 pm and/or after 4:30 pm): _____

E-Mail Address: _____

Fees: \$100.00 for commercial organizations, paid on or before 9/1/2021
\$ 50.00 for non-profit organizations, paid on or before 9/1/2021.
Late fee of \$50.00 is due if filed after September 1, 2021.

The following information must be completed in its entirety before an approval may be granted.

Permit Number: _____	Approved: _____
QFO: _____	Certificate: Y___ N___ Copy Rec'd _____

“Windham Third Thursdays”
Temporary Food Service Application
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1. List food/beverages/ice suppliers or stores where these items will be purchased/obtained.

2. List all menu items to be served at the function (including commercially prepared items):

3. Describe the type of equipment (**not ice**) the food items will be stored in; cold (**at 41°F or below**) or frozen (at 10°F or below) at the booth and all back-up storage facilities for the event.

4. a. List all food items to be cooked at the event with equipment to be used:

b. List all food items to be cooked at licensed base of operation:

5. How will the hot food items be kept at **135°F or above** and list equipment to be used?

6. List/provide description of all storage equipment (foods, beverages, paper products, etc.)

7. How will food be protected at the booth, i.e., insulated pizza bags, soup crock with cover, food grade plastic containers, sneeze guards, etc.?

8. Indicate the potable water source to be utilized for cooking, cleaning, and hand washing. How will it be heated?

9. a. How and where will the service utensils, food contact surfaces, etc. be cleaned and sanitized:

- b. Describe how in-use utensils will be stored at the booth.

10. Describe how cooked and/or cold **TCS foods (PHZ)** will be transported to the event – in what types of containers and how temperature control will be monitored (**41°F or below for cold and 135°F or above for hot foods**).

11. Where will toxic and cleaning items be stored at the booth?

12. Where will condiments and single service items be stored and how will they be dispensed at the booth? (Examples: pump dispensers, individual packets, squeeze bottles, wrapped straws, pre-wrapped eating utensils, etc.)

13. Provide method/location of storage for waste grease; wastewater; food/garbage; cardboard debris; etc.

14. Provide/locate all utilities/extra equipment to be brought to the event such as propane tanks, generators, fans, additional equipment, and the like.

15. Provide/describe food security measures to be used at close of multi day events.

16. List all types of NSF thermometers to be provided at event (for equipment and to measure food temperatures):

17. Provide a sketch on a separate page, **DRAWN TO SCALE**, with all equipment, utilities, storage units, aisles, ventilations, entries, exists and similar items needed in your booth. **Also, if available, please provide photographs of your set-up with this application.**