



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) 465-3034
- 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

TEMPORARY FOOD SERVICE APPLICATION

1-3 Day Event - \$100.00; Each additional day beyond 3 days for same event - \$50.00/day
Failure to submit application and/or pay appropriate fee at least 2 weeks in advance - \$50.00

*****Permit Fee for Non-Profit Organizations is as follows:*****

Non-Profit with Consult Only - \$25.00; or Non-Profit with Inspection - \$50.00

Name of Organization: _____

Address of Organization: _____

Event: _____

Address of Event: _____

Date(s) of Event: _____ Rain Date ? _____

Time(s) of Event: _____

Number of Food/Beverage Concession Booths: _____

Remarks _____

Please **print** name and phone number
of primary contact person for food: _____

Day Time Telephone No. (8:30-9:30 a.m. or 3:30 - 4:30 p.m.) _____

E-Mail Address _____

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 _____

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 how and where the food items will be kept cold/frozen in booth and any back-up storage facilities.

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 140°F or above and list equipment to be used?

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

7. How will food be protected/stored at the booth; i.e., coolers, with ice, 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 potentially hazardous foods will be transported to the event – in what types of containers and how temperature control will be monitored.

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.)

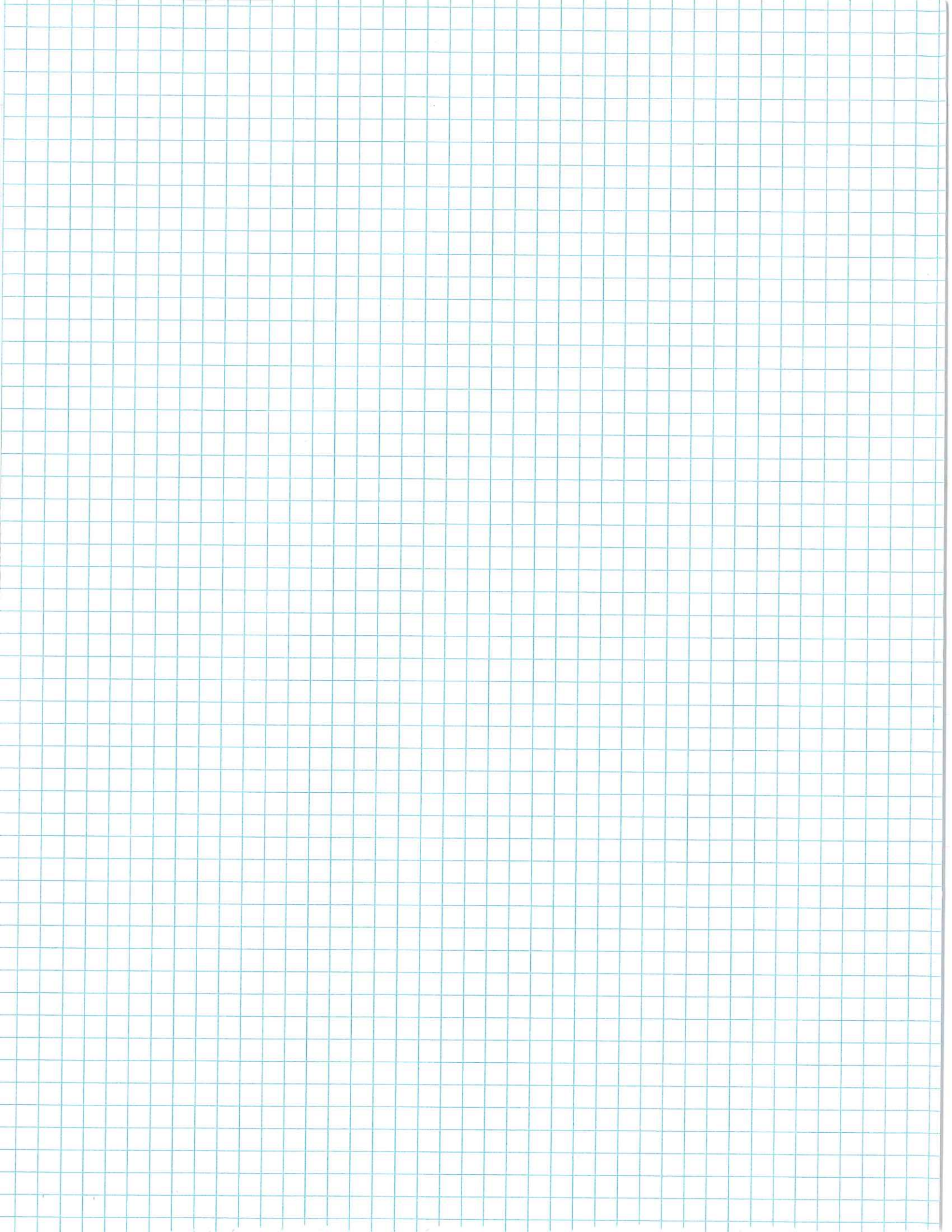
13. Provide method/location of storage for waste grease; waste water; food/garbage; cardboard debris; etc.

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



Food and Drug Administration and Conference for Food Protection
PRE-OPERATIONAL GUIDE FOR TEMPORARY FOOD ESTABLISHMENTS
2000

**Food Preparation at the
Temporary Food Establishment/Booth**

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?

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**Food Preparation at the Licensed
Permanent Food Establishment**

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?