



# 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

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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):  
 \_\_\_\_\_  
 \_\_\_\_\_

Permit Fee for Non-Profit Organizations is Determined Based on the Following:

Non-Profit Temporary Vendors (1-3 days):

Consult Only - \$25.00

Consult and Inspection - \$50.00

Each additional consecutive day beyond the 3 days for the same event - \$25.00

Non-Profit Base of Operations Inspection (if needed) - \$25.00

THE ONLY EXEMPTION FROM ANY FEE IS FOR TOWN EVENTS WHERE THE TOWN OR ITS DEPARTMENTS: i.e., BOARD OF EDUCATION, ETC., CONTRIBUTE OR DIRECTLY BENEFIT MONETARILY FROM THE EVENT. THIS SHALL NOT INCLUDE SEPARATE CIVIC, FRATERNAL, RELIGIOUS ORGANIZATIONS OR THE LIKE.

**LATE SUBMISSION FEE APPLIES TO BOTH "FOR PROFIT" AND "NON-PROFIT" ORGANIZATIONS.**

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

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

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

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5. How will the hot food items be kept at 140°F or above and list equipment to be used?

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

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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.?

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

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

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

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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.

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

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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.)

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

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

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

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

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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.

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

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

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

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