



# 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

April 1, 2020

Dear Market Master:

We are sending you an information packet and application forms to use for the 2020 Farmer's Market season. There is new information and requirements for Cottage Food applicants included in "green" font on the applications. Cottage Food applicants will be reviewed as commercial vendors; they will file as a commercial vendor and pay the applicable fee only if they choose to provide samples or sell individual unwrapped servings of a product to the customers at the Farmer's Market.

Examples of sampling or selling individual unwrapped portions included but are not limited to:

1. Samples of baked items such as cookies, muffins, rolls or loaf breads
2. Samples of dried fruits, granola, trail mixes, nuts or jams/jellies
3. Selling individual portions of cake, loaf breads or fruit pies
4. Selling individual portions of candies, cotton candy or popcorn

There are specific labeling requirements for cottage food products. Please refer to [www.portal.ct.gov/cottagefood](http://www.portal.ct.gov/cottagefood) for updated information from DCP pertaining to cottage foods.

Please review the application forms as we are requiring a form completed by yourself as the Market Master. This form must be filled with our department prior to issuing permits to the respective vendors for your market. Inspections will be scheduled depending on the foods/beverages to be served to or sampled by the public.

We welcome completed applications as soon as possible; however, they must be received at least 14 days prior to the first market date the vendor wishes to start. If you have vendors who will be applying for half season (90 days) or one day permits, please designate this on your application form, along with the full season vendors (180 consecutive days).

Applications are available on our website: [www.ncdhd.org](http://www.ncdhd.org) under the blue tab "Forms" and listed as Farmer's Market Application. If available, please have your vendors submit pictures of their proposed set-up along with their application. Incomplete applications will be returned to the vendor for completion and re-submittal.

Please review the Fee Schedule as we have added a one-day trial at market option #4. The completed application and submission deadline are still required.

If you have any questions about the application or information, or you are not the current Market Master for your town, please contact our Enfield office at 860-745-0383.

Sincerely,

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

Enclosures



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## Temporary Event / Farmer's Market Market Master's Application

**This form is to be submitted to NCDHD at least 14 days prior to the first Market Date**

Date of Application: \_\_\_\_\_

### Market Master Contact Information:

Market Master Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, Town, State and Zip)

Telephone (home): \_\_\_\_\_ Telephone (cell): \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

### Details of Event

Name of Market: \_\_\_\_\_

Location of Market: \_\_\_\_\_

Dates of Event or Season: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

1. List the name and contact number of the Primary on-site coordinator responsible for food service at the Farmers' Market. Provide an Alternate contact in case the Primary contact is not available. Please be sure to include a contact number that can be used to get in touch with this individual during the event.

Primary Contact: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Alternate Contact Phone: \_\_\_\_\_

2. Type of potable water supply at site:  Public Water  Well Water  No Water Available

3. Will hot and cold running water be made available to vendors participating in this Market?

Yes  No\* *\*If no, then vendors applying for a Temporary Food Service Permit must be informed that they are responsible to provide their own water supply.*

**Temporary Event / Farmer's Market  
Market Master's Application  
Page 2 of 4**

4. Type of wastewater disposal system:  Public Sewer  Septic System  No W/W Disposal

5. Is electricity available to vendors applying for a Temporary Food Service Permit?  Yes  No

6. Describe the type, number and location of toilet facilities available during the market:

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7. Who is responsible for the maintenance of these facilities? \_\_\_\_\_

8. Describe the number, type and location of garbage disposal containers at the Market, and who is responsible for disposing of the garbage during this Market:

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9. Provide a list of vendors and their products on page 3 of this application.

10. Provide a list of special events, guest chef appearances, special event samplings, petting zoo events, etc. on page 4 of this application.







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## Farmer's Market Fee Schedule

- I have registered with the Market Master for \_\_\_\_\_ Farmer's Market.
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### 1. Sampling Permit (180 consecutive days)

- Farm Processed/Produced Food or Beverage - No charge

Name of Farm: \_\_\_\_\_

Address of Farm: \_\_\_\_\_

- List of proposed items to be sampled along with the NCDHD application (attached).

- Commercial Vendor/Approved/Licensed / CT Cottage Food Vendor - \$25
  - Copy of DCP/FME License
  - Copy of Local Health Department Food License & Base Kitchen, if applicable
  - Water Test (if needed)
  - Complete NCDHD application (attached) with proposed menu items
  - Cottage Food – copy of license from DCP and copy of DCP approved listing-products/food items

### 2. Seasonal Permit - Food/Beverages - Individual Portions Sales

Check One:  180 days - \$100  90 days-\$50  One Day-\$25\*

*\*One Day fee can be applied toward 90-day or 180-day seasonal permit – requires NCDHD approval.*

- Commercial Vendor / Connecticut Cottage Food Vendor
  - Copy of CFSM Certificate
  - Copy of Local Health Department Food License & Base Kitchen, if applicable
  - Water Test (if needed)
  - Cottage Food – copy of license from DCP and copy of DCP approved listing-products/food items
- Farm Vendor – Individual Portions - \$25
  - Same as above along with the completed application

### 3. Guest Chef Demonstration at Farmer's Market: \$25 (per individual market date)

- Copy of CFSM Certificate
- Copy of Local Health Department Food License & Base Kitchen, if applicable
- Water Test (if needed)
- Completed NCDHD application (attached) with proposed menu items.

4. Any vendor who would like to have one (1) trial day at a market, may do so at no charge. The application must be submitted in the timeframe required. If the vendor chooses to participate after the trial day, they must submit the full fee prior to the next market date in order to do so.

5. **Late Fee: \$25.00** - Submitted less than 14 days from stated date of sales, sampling, demonstration.



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## Farmer's Market Application

*Please see the Farmer's Market Fee Schedule.*

For Office Use Only	
Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Amount: \$ _____
Late Fee, \$25.00 (If not received at least <u>14 days prior</u> to first vending date): Yes _____ No. _____	

Date: \_\_\_\_\_

Name of Food Operator/Vendor: \_\_\_\_\_

Mailing Address of Food Operator/Vendor: \_\_\_\_\_

Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

Number of Food/Beverage Concession Booths: \_\_\_\_\_

“CFSM for Event” (Attach copy of food safety certificate): \_\_\_\_\_

Signature of primary contact person: \_\_\_\_\_

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

Day Time Telephone No. (8:30am- 4:30pm and/or after 4:30 p.m.): \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Permit Number: \_\_\_\_\_

Approved \_\_\_\_\_

CFSM: \_\_\_\_\_

Certificate:  Yes    No   Copy Rec'd: \_\_\_\_\_

Rev. March 28, 2016

**Farmer's Market Application**

**Page 2 of 3**

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

1. List food/beverage/ice suppliers or stores where these items will be purchased/obtained.

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

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

\* Cold hold temperature requirement is 41°F or below – effective October 1, 2017.

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

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b. List all food items to be prepared or manufactured at the licensed base of operation:

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

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

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7. Include how food will be protected/stored at the booth; i.e., coolers with ice, ice pads, frozen ice inserts, 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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**Farmer's Market Application**

**Page 3 of 3**

9. a. How and where will the service utensils, food contact surfaces, etc. be cleaned and sanitized (list sanitizer);

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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. (Cold = 41°F or below; Hot = 135°F or above)

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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 storage method/location and disposal of waste grease; wastewater; food/garbage; cardboard debris; etc.

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

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15. Provide description of overhead protection to be used at event.

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16. Provide sketch on separate page, **DRAWN TO SCALE**, with all equipment, utilities, storage units, aisles, ventilation, entries, exits and similar items needed in your booth. Please submit photographs of your booth/setup, if available.