



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: March 4, 2022

Re: Application Deadline and Fee
Third Thursday Event

As we approach the “Third Thursday” season, the North Central District Health Department wants to remind you of the following:

1. Get approval from the Third Thursday Committee, Erin Morelle at foodvendors@willimanticstreetfest.com or 860-450-0918; or Chelsea at 860-208-6655, to participate as a food vendor in 2022.
2. Once approved by the committee, submit the enclosed Third Thursday application with the fee of **\$250**, payable to “NCDHD” **by the end of the business day on April 18, 2022**, or postmarked on or before April 18, 2022. 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.

****** The fee for non-profit organizations will be \$125.00 for a five month application if filed by April 18, 2022.**

Even if you do not plan on participating in May, the deadline for filing for the “entire season” is by the end of the business day on April 18, 2022.

3. Applicants who file after April 18, 2022, will be charged \$100 per month, for each month they choose to attend, if a “for-profit” business. Non-profit organizations will be charged \$50.00 per month. Following are the submission deadlines for an application and fee for each month:

<u>Deadline</u>	<u>Event Date</u>
April 18, 2022	May 19, 2022
May 16, 2022	June 16, 2022
June 20, 2022	July 21, 2022
July 18, 2022	August 18, 2022
August 15, 2022	September 15, 2022

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4. We have enclosed an application for you to complete. Please read the application.
5. Any questions may be directed to our Windham office at (860) 465-3033, Monday through Friday between 8:30am-9:30am; or, Thursday evenings between 5:00pm-7:00pm. Contact by e-mail should be directed to Luigi Sartori at lsartori@ncdhd.org.

The State of Connecticut has adopted the FDA Food Code and some requirements went into effect October 1, 2017.

- There are new temperature requirements effective October 1, 2017. Cold hold temperature is now 41°F and includes cut tomatoes, cut greens (lettuce) and other Time Temperature Control for Safety/ Potentially Hazardous foods (TCS/PHZ).
- Verify all refrigeration equipment is holding an air temperature between 33-37°F in order to achieve the internal food temperature of 41°F.
- Hot holding temperature requirements effective October 1, 2017, now require 135°F or above; after the item has been cooked or reheated to the required temperature.
- Currently, all Class 3 and Class 4 food service license holders require a Certified Food Protection Manager/ Qualified Food Operator.

The fees for the Third Thursdays Street Fest will remain the same for the 2022 season; however, the fees will be reviewed and modified by the Health District for future seasons.

Please contact our Windham office at 860-465-3033 or Luigi Sartori by e-mail (lsartori@ncdhd.org) if you have any questions regarding this information.

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“Windham Third Thursdays” Temporary Food Service Application

Fees for entire Third Thursday Season if application and fee are filed by April 18, 2022:

<u>Profit</u> Organizations	\$250.00
<u>Non-Profit</u> Organizations	\$125.00

Fees if application and fee are filed after April 18, 2022:

<u>Profit</u> Organizations	\$100.00 <u>per month</u>
<u>Non-Profit</u> Organizations	\$50.00 <u>per month</u>

See schedule for filing deadline for each month.

***Organizations who file after the set deadline will be charged a \$50 late fee.**

Name of Food Operator: _____

Address of Food Operator: _____

Event: Third Thursdays Street Fest 2022 **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: _____

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.**