



# North Central District Health Department

- Enfield - 31 North Main Street, P. O. Box 1222, Enfield, CT 06083 - (860) 745-0383 FAX 745-3188
- Vernon - 375 Hartford Turnpike, Room 120, Vernon, CT 06066 - (860) 872-1501 FAX 872-1531
- Windham - Town Hall, 979 Main Street, Willimantic, CT 06226 - (860) 465-3033 FAX 465-3032
- Stafford -Town Hall, 1 Main Street, Stafford Springs, CT 06076 - (860) 684-5609 FAX (860) 684-1768

## TEMPORARY FOOD SERVICE APPLICATION

**1-3 Day Event - \$100.00; additional days for same events - \$50.00**

Failure to submit application and/or pay appropriate fee at least 2 weeks in advance - \$50.00

**\*\*\*Permit Fee for Non-Profit Organizations\*\*\***

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.) \_\_\_\_\_

Permit Number: _____  Approved: _____
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The following information must be completed in its entirety before an approval may be granted.

1. What is the source of the food to be served/dispensed?

\_\_\_\_\_

\_\_\_\_\_

2. What food items will be served at the function?

\_\_\_\_\_

\_\_\_\_\_

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 "FOR PROFIT" AND "NON-PROFIT" ORGANIZATIONS

3. How will the food items be kept cold/frozen?

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4. How will the food items be cooked?

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5. How will the hot food items be maintained?

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6. Describe the type of hand washing facility which will be used.

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7. How will the food be protected?

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8. Indicate the water source to be utilized for cooking, cleaning and hand washing.

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9. How will the service utensils be cleaned and sanitized?

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10. Where will excess food and single service items be stored?

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11. Where will toxic items be stored?

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12. How will condiments and single service items be dispensed?

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13. What type of toilet facilities will be provided for the public? How many?

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14. What method of garbage disposal will be used?

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Sketch the general layout of the food booth(s).

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?