



Farmington Valley Health District

95 River Road, Suite C ▪ Canton, CT 06019 ▪ Phone (860) 352-2333 ▪ Fax (860) 352-2542

Avon • Barkhamsted • Canton • Colebrook • East Granby • Farmington • Granby • Hartland • New Hartford • Simsbury

APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT

All vendors serving food and beverages to the public at temporary events are required to have a temporary food service permit. Fees for temporary food permits are based on the menu items served at events. Vendors serving a Class 1 or 2 menu (eg: non-potentially or cold potentially hazardous foods such as beverages, ice cream, popcorn, hot dogs, etc.) will pay a permit fee of \$35. Vendors serving a class 3 or 4 menu (eg: hot potentially hazardous foods such as hamburgers, chicken, chili, sausage, pizza, etc.) will pay a permit fee of \$50. Non-profit food vendors (religious, civic, and municipal organizations) are exempt from permit fees but must still submit an application for temporary food service permit.

In the case that a vendor prepares the **identical** menu at the **same venue** on multiple occasions in connection with a set of events in a single series (eg. concert series, Farmer’s Market, etc.), temporary permits will be issued for each of the dates and only **a one-time** fee will be charged. The applicant must verify on the application that the same menu will be offered and provide the dates of each event.

Please complete this application and return it to this office 14 days prior to the event(s). Failure to submit a completed application on time may result in exclusion from the event. A copy of the FVHD Temporary Food Service Guidelines is enclosed for your reference. Please note that a current water analysis from an approved testing lab must be submitted if property is served by a well.

Please submit only the first four pages of this application.

Business/Organization Name: _____

Business/Organization Mailing Address: _____

Check Applicable Box if Non-Profit: (No Permit Fee) Religious Civic Municipal

Applicant’s Name: _____ **Email:** _____

Telephone: _____

Cell Phone: _____ **Email:** _____

Name of Event(s): _____

Event Location: _____ **Town:** _____

Event Date(s) / Time of Event: _____

Name of Event Coordinator: _____

Cell Phone: _____ **Email:** _____

I acknowledge the following:

- The receipt and retention of this permit depends on compliance with CT Public Health Code Regulations 19-13-B42.
- I have read the attached the FVHD Temporary Food Service Permit Guidelines.
- In the case that this application is completed for multiple events at the same location, **I attest that the menu offered on each of the listed dates is identical. There will be no additions or modifications without prior FVHD approval. I am aware that, if additional menu items are offered, the FVHD may require that an amended application and separate permit fee be submitted for that event.**

Signature of Applicant: _____ **Date:** _____

FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

Application Approved By: _____ Date: _____

PROPOSED MENU – LIST MENU ITEMS BELOW

- List all food and beverage items provided at the event(s)
- Some menu items may require additional information SEE ATTACHMENT A and check with FVHD

PLEASE CHECK APPLICABLE BOXES FOR PROPOSED MENU ITEMS

1. On-Site Temperature Control Methods

Cooking and/or Reheating	Hot Holding	Cold Holding	Transport
<input type="checkbox"/> Gas Grill <input type="checkbox"/> Fryolater <input type="checkbox"/> Stove / Oven <input type="checkbox"/> Propane Burner <input type="checkbox"/> Induction <input type="checkbox"/> Other:	<input type="checkbox"/> Electric Steam Table <input type="checkbox"/> Hot Holding Cabinet <input type="checkbox"/> Gas Grill <input type="checkbox"/> Sterno Chafing Dishes <input type="checkbox"/> Stove / Oven <input type="checkbox"/> Other:	<input type="checkbox"/> Refrigerators <input type="checkbox"/> Coolers and Ice <input type="checkbox"/> Freezer Chest <input type="checkbox"/> Refrigerated Truck <input type="checkbox"/> Other:	<input type="checkbox"/> Cambros <input type="checkbox"/> Coolers and Ice <input type="checkbox"/> Mobile Refrigeration <input type="checkbox"/> Other:

2. Food Booth / Concession Trailer

Food Booth: Overhead Covering Floor Enclosed Structure Adequate Lighting on Site
 Concession Trailer
 Other:

3. Hand Washing Facilities

Temporary Hand Wash Station
 Commercial Portable Hand Wash Sink
 Hand Wash Sink Inside Concession Trailer

4. Hand Washing Accessories

Water, Soap, Paper Towels
 Waste Receptacle
 Other:

5. Water Supply

Public Water
 Private Well – Submit Analysis
 Commercially Bottled Water

6. Power Source

Temporary Electrical Connection
 Permanent Electrical Connection
 Portable Generator

7. Waste Disposal

Restrooms
 Portable Toilets
 Other:

8. Approved Food Source

Meat and Poultry - USDA or CT DOA Approved
 Dairy - USDA Approved
 Eggs - USDA or CT DOA Approved
 Fish Commercially Caught

9. Licensed Facility

Foods Prepared in a Licensed Facility
 Name of Facility: _____
 Other:

ATTACHMENT A - PREPARATION OF MENU ITEMS (make additional copies if more space is needed)

• Check all applicable boxes for each menu item

<p>Menu Item:</p> <p>Location of Food Preparation: <input type="checkbox"/> On-Site at the event <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
<p>Describe Preparation Process:</p>		
<p>Menu Item:</p> <p>Location of Food Preparation: <input type="checkbox"/> On- Site at the event <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
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<p>Describe Preparation Process:</p>		



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FVHD TEMPORARY FOOD SERVICE PERMIT GUIDELINES

The FVHD Temporary Food Service Permit Guidelines will provide food service personnel basic knowledge in planning and setting up a food booth at a temporary food service event. The goal is to ensure the safety of the foods prepared and served at a temporary event which in turn will protect the public and prevent food-borne illness.

All applicants must complete the temporary food service permit application and submit the proposed menu to the FVHD at least 14 days prior to the scheduled event. The appropriate fee must accompany the application. The FVHD may deny the application if it is NOT complete or it is NOT submitted in the required time frame.

A Sanitarian may contact the applicant prior to the event to verify the information in the application and to discuss food handling procedures. The person in charge of the food booth will be responsible for ensuring proper procedures are understood and followed by all booth workers, should be actively involved in the preparation of the foods that will be served, and will be on-site for the event.

Menu

- The FVHD has the right to limit, restrict, or modify menu items offered at the temporary event and may also restrict or modify preparation methods. On-site food preparation in the food booth shall be minimal.
- Food service establishments located outside of the FVHD jurisdiction applying for a temporary food permit must provide a copy of their current food service permit, a copy of their most recent inspection report, a QFO certificate, and, if applicable, a current water analysis if their property is served by a private well.
- In the case that an applicant prepares identical menus at the same venue, only one application that lists the dates of each event and one fee shall be submitted.
- Foods must be from an approved source. Receipts and invoices must be retained and may be requested by the Sanitarian.
- Meat and Poultry must be USDA inspected and/or from an approved CT Department of Agriculture processing facility.
- All foods must be prepared either in a licensed kitchen or on-site at the food booth.
- Home cooking/preparation/canning of foods is NOT permitted.

Temperature Control

A. COLD HOLDING Potentially Hazardous Foods (PHF):

- Cold hold PHF at 45°F or below (ideally between 38°F - 40°F).
- Provide internal thermometers for coolers and/or mechanical refrigeration.
- Use and maintain an adequate supply of ice in coolers.

B. COOKING Potentially Hazardous Foods (minimum temperature requirements):

- Poultry, Stuffing, Reheated Foods - 165°F
- Pork, Pork Products - 145°F
- Stuffed Meat, Fish, Pasta - 165°F
- Beef - 145°F
- Eggs 145°F
- Ground Beef 158°F

- (Check with the Fire Marshal for approval of cooking equipment location and placement of propane cylinders, etc.)
- Use approved cooking equipment (gas grill, stove/oven, fryolator, propane burner, induction burner, etc.).
- **The use of charcoal is prohibited at temporary events.**

C. REHEATING Potentially Hazardous Foods:

- Re-heat PHF quickly to 165°F degrees or higher.
- Use approved equipment to re-heat PHF.
 - Gas grill, stove, oven, propane burner, induction burner, other approved device.
 - Crockpots or steam tables are not designed to “re-heat” PHF.

D. HOT HOLDING Potentially Hazardous Foods:

- Maintain PHFs at 140°F degrees or higher.
- Use of Sterno fired chafing dishes is strongly discouraged.
- Provide and use electric steam tables, hot holding cabinets, gas grills and other approved hot holding equipment that are consistent sources of heat to maintain PHF at 140°F degrees or above.

E. Other:

- Use a probe thermometer to check food temperatures (digital thermometers are recommended).
- Sanitize probe thermometers with a sterile alcohol swab.
- Discard ALL leftover foods.
- Do not thaw foods at room temperature.
- Do not refreeze PHF that have been thawed.
- Never re-use marinades.

Food Protection

A. Booth structure:

- The food booth in which foods are prepared / dispensed / plated must have adequate overhead protection.
- In cases where the food booth is located in a field or area where the booth is subject to windblown dust and debris, side wall protection and / or screening may be required.
- Food booths may be required to be stationed on pavement, concrete, plywood, or tarpaulin.
- Store food containers off the ground.

B. Food Contact:

- **Bare hand food contact of ready-to-eat foods is prohibited.**
- Use of utensils such as disposable gloves, deli tissue, tongs, spoons, spatulas, etc. is required.
- Keep an adequate supply of disposable gloves on site to handle Ready-To-Eat foods.
- Change gloves frequently. **DO NOT WEAR GLOVES WHEN HANDLING MONEY!**
- Keep an adequate supply of utensils (gloves, tongs) and equipment (cutting boards, knives, etc.) on site at all times.

C. Food on display:

- Food must be adequately protected from flies, dust, sneezing, unnecessary handling or other contamination.
- Individually wrap food when appropriate.
- The use of sneeze guards or other effective barriers are required if food is dispensed or displayed where it is subject to contamination (The display of unwrapped foods must be approved by the Sanitarian prior to the event).

- Condiments must be dispensed in such a manner as to prevent contamination.
 - Use of squeeze bottles, individual packets etc. is required.
 - Self-service open condiment containers are prohibited.
 - Salad bars and other self-service type displays are prohibited.

Personnel and Proper Hygiene

- WASH HANDS FREQUENTLY and PROPERLY!!
 - Before Starting Your Shift - After Using the Restroom - After Smoking
 - In Between Handling Food and Money - In Between Handling Raw and Cooked Food
 - After taking a break – After eating – After using cell phones-After disposing of garbage
- Keep an adequate supply of liquid hand soap and paper towels on site.
- Only authorized personnel are allowed in the food booth (No animals in booth).
- Smoking and eating is prohibited in the food booth.
- All workers must wear clean outer garments and maintain a high degree of personal cleanliness.
- Cuts on hands or other exposed areas must be bandaged with a water-tight covering.
- Personnel may not work if ill; especially if experiencing vomiting and / or diarrhea! Workers must immediately report their illness to the person in charge of the booth.
- Instant hand sanitizer shall not be used in place of hand washing. Hands must be washed frequently using the temporary hand washing station.

****The Food Handler Log Sheet on page 7 MUST BE completed for each temporary event****

Sanitization

- All food contact surfaces shall be cleaned at regular intervals and sanitized as often as necessary to maintain a high standard of cleanliness.
- Sanitize all food contact surfaces (tables, counters, etc.) with a solution of 1 teaspoon bleach to 1 gallon of water at the beginning and end of the day, and every four hours in between. (Bleach shall be maintained and used between 50-100ppm)
- Do not use scented bleach.
- If using quaternary sanitizer, check the manufacturer's directions for use.
- Keep an effective sanitizing solution available during all hours of operation.
- Keep towels in an effective sanitizing solution between uses or provide a spray bottle with an effective sanitizer and use disposable towels to wipe surfaces.
- In-use utensils shall be cleaned and sanitized at least every 4 hours or changed every 4 hours.
- Provide and use chemical test strips.
- Manual washing, rinsing, and sanitizing using a three compartment sink is **ONLY ALLOWED** in a concession trailer.
- Food booths may **NOT** manually wash, rinse, and sanitize on-site, but must have an adequate supply of utensils that must be changed every four hours.

Miscellaneous

- It is highly recommended that each food booth operator provide an equipment list to the venue organizer/or property owner **PRIOR TO** the event to ensure there will be an ample electric supply.



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TEMPORARY EVENT FOOD SERVICE CHECK LIST

Name of Event: _____

Event Location: _____ Town: _____

Event Date(s) / Time of Event: _____

Business / Organization Name: _____

- | | |
|---|--|
| <input type="checkbox"/> Food Safety Trained Staff On-Site | <input type="checkbox"/> Hand Washing Station: Soap, Paper Towels, Trash Can |
| <input type="checkbox"/> FVHD Food Handler Log Sheet | <input type="checkbox"/> Potable Water Supply |
| <input type="checkbox"/> Probe Thermometer | <input type="checkbox"/> Plastic Trash Bags |
| <input type="checkbox"/> Refrigerator / Cooler Thermometers | <input type="checkbox"/> Disposable Gloves |
| <input type="checkbox"/> Temperature Control Measures: Ice, Sterno, Gas | <input type="checkbox"/> Overhead Protection, Sneeze Guards |
| <input type="checkbox"/> Alcohol Wipes | <input type="checkbox"/> Food Storage Off Ground / Extra Storage Containers |
| <input type="checkbox"/> Sanitizing Solution for Food Contact Surfaces | <input type="checkbox"/> Chef Jackets, Aprons, Hair Restraints |
| <input type="checkbox"/> Sanitizing Test Kit (Bleach and/or Quaternary) | <input type="checkbox"/> Extra Utensils |
| <input type="checkbox"/> Sanitizing Buckets and Spray Bottles | <input type="checkbox"/> Miscellaneous: Rope, Tape, Markers, Pens, Scissors |
| <input type="checkbox"/> Wiping Cloths | <input type="checkbox"/> First Aid Kit |

Additional Items:



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Temporary Event Hand Washing Station



A Temporary Hand Wash Station Setup:

- Free Flowing Warm Water
- Pump Hand Soap Dispenser
- Paper Towels
- Waste Water Receptacle
- Garbage Can

Hand Washing Practices:

- Before starting work
- Before engaging in food preparation
- Before handling clean equipment
- After handling raw foods of animal origin
- After handling money, cell phone, or tobacco use
- After engaging in activities that contaminate the hands
- During food preparation as often as necessary

Hand Sanitizers do not replace the requirements for a Temporary Hand Washing Station.



SAFE FOOD TEMPERATURES

Cooking: Fish - 145°F Beef - 145°F Eggs - 145°F Pork - 145°F
Ground Beef - 158°F Ground Fish - 158°F
Stuffing & Poultry - 165°F

Hot Holding: Never below - 140°F

Reheating: Reheat to 165°F within 2 hours

Refrigeration: 45°F or below

Use a probe thermometer to check food temperatures. Sanitize the thermometer before and after each use with a sterile alcohol swab.



Procedures for Handling Ready to Eat Foods:

- Start by washing your hands thoroughly
- Use gloves, clean utensil, or barrier such as deli tissue to handle food

Gloves should be changed:

- As soon as they become soiled or torn
- Before beginning a different task
- At least every four hours during continual use
- After handling raw meat

Gloves must never be used in place of handwashing!