



FOOD SERVICE LICENSE APPLICATION TEMPORARY EVENT

The following items must be received before your application can be processed:

- _____ This application form with all information provided.
- _____ A completed FOOD BOOTH INFORMATION SHEET (attached).
- _____ Payment of the \$100.00 license fee for single-day events OR \$150.00 for multi-day events. Additional \$25.00 late charge if application received within 7 days of event. (\$25.00 fee for all non-profit)
- _____ A sketch of the FOOD BOOTH LAYOUT
- _____ HAMDEN EVENTS ONLY - A vendor permit from the police may be required. Contact the Hamden Police Department for more information.

Date(s) of Event _____

(License is valid for the date(s) of the event and is valid for a maximum of fourteen (14) days)

Event Name _____ Event Sponsor _____

Location of Event _____

Food Booth Name _____

Name of Licensee/Applicant _____ Owner () or Manager ()

Mailing Address _____

Phone () _____ Cell () _____ Fax () _____

Email _____

Signature of Applicant _____

Fee: \$100.00 (1-day):

\$150 (multi-day):

\$25 (Non/not-for-profit)

Late Charges: Application \$25.00
Set Up \$ 25.00

Returned Check Fee \$ 50.00

FOR OFFICE USE ONLY

Fee Paid: _____

License #: _____

Revised January 2021

Quinnipiack Valley Health District

A Regional Health Department Serving Bethany, Hamden, North Haven and Woodbridge, CT

1151 Hartford Turnpike . North Haven . CT . 06473 . tel (203) 248-4528 . fax (203) 248-6671 . www.qvhd.org



FOOD BOOTH INFORMATION SHEET TEMPORARY EVENT

Event Date(s): _____ Event Time(s): _____

Event Name: _____ Event Location: _____

Food Booth Name: _____

Operator: _____ Phone: _____

Fax: _____ Email: _____

Name(s) of Shift Supervisor(s): _____

List all items on menu including condiments: (If application is approved, only foods listed here will be allowed.)	Where will food your food supply be purchased? (i.e. Restaurant Depot, Stop & Shop, etc.) Where will food be stored and prepared prior to the event? When and how will food be delivered to the event?
How will cold food be kept cold (below 41°)? (Examples: meats, poultry, seafood and dairy products)	How will hot food be kept hot (above 135°)?
Describe hand washing facilities at booth.	How will utensils, cutting boards, etc. be Sanitized?
Location of employee toilet facility:	Where is your water supply obtained from: (also indicate if city water, private well, bottled water, etc.) Waste water disposal location:
ATTACH A SKETCH OF FOOD BOOTH LAYOUT (to include location and identification of all equipment including hand washing facilities, dishwashing facilities, hot and cold holding facilities, work tables, cooking facilities, etc.)	

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BASIC FOOD BOOTH REQUIREMENTS

(TO BE POSTED IN FOOD BOOTH)

- ...Cook foods to proper temperatures**
GROUND MEAT TO 160°F
CHICKEN TO 165°F (for 15 seconds)
- ...Keep foods at safe temperatures:**
COLD foods below 41°F
HOT foods over 135°F
REHEAT foods to 165°F
- ...WASH HANDS FREQUENTLY**
- ...Sanitize equipment and utensils frequently with a bleach solution**
- ...Do not cross contaminate (separate raw and cooked foods)**
- ...NO SMOKING**
- ...Use utensils or disposable gloves, No bare hand contact with ready to eat foods**
- ...Keep foods covered**
- ...Do not eat or pick on food while working**
- ... Wear hair restraints**
- ...Do not work if you are ill**

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MINIMUM SANITATION REQUIREMENTS FOR TEMPORARY FOOD EVENTS

	CHECK LIST
	All food must be from an approved source, wholesome and non-adulterated. NO HOME PREPARED OR CANNED FOOD IS ALLOWED Only foods listed on application information sheet will be allowed
	Thermometers to measure hot and cold holding temperatures of food shall be on-site at all times.
	Food in transport and storage must be free from contamination and maintained at the following proper temperatures: COLD Holding = 41°F / HOT Holding = 135°F / REHEATING (previously cooked food) = 165°F Partial cooking of food is dangerous and not allowed
	No unwrapped/unprotected food shall be displayed or available for customer self service.
	Condiments shall be contained within single service packets or pump/squeeze type containers.
	All food and equipment shall be stored a minimum of eighteen inches (18") off the ground surface. Equipment that is very large and heavy may be stored on a covered ground surface.
	Smoking is prohibited in the food service and preparation areas.
	Non-absorbent, smooth, easily cleanable work surfaces must be provided.
	Each booth is required to have separate handwashing facilities consisting of the following: • Potable quality water • Hand soap • A supply of disposable towels • A refuse container • Proper disposal of waste water
	A separate dishwashing water bucket with a clear water rinse for utensil washing and general counter cleaning. (see attached sheet with sanitizing solution information)
	All premises and equipment shall be maintained in a clean and sanitary condition at all times.
	Adequate refrigeration facilities to accommodate the volume of food which is planned.
	If shellfish are to be sold, the identifying shellfish source tags must be available at the booth at all times. The shellfish must be kept refrigerated or on self draining ice, with a waste bucket below.
	A leakproof covered container for grease and oil waste is required and must be carted away and properly disposed of each night
	Overhead protection of all food prep and cooking surfaces required.
	A log sheet of all workers and volunteers shall be kept posted in booth and returned to QVHD at the completion of the event.

- Application for a temporary food service license and appropriate fee(s) must be received by QVHD at least two (2) weeks prior to the commencement of the event.
- Late fees will be applied if deadlines are not met.

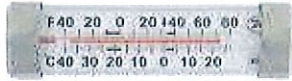
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THERMOMETERS

REFRIGERATION THERMOMETERS



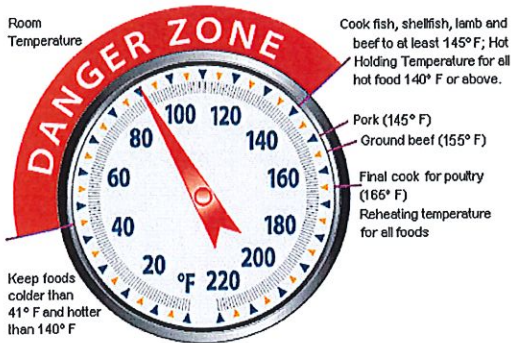
Each refrigeration unit must have a thermometer to measure air temperature.

FOOD THERMOMETERS



A metal stemmed thermometer must be provided to check the internal temperatures of both hot and cold foods.

SAFE HOLDING TEMPERATURES



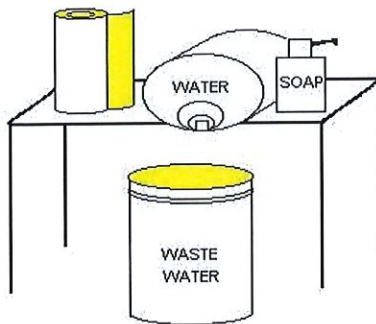
HOT foods 135⁰ F or above
COLD foods 41⁰ F or below
REHEAT foods to 165⁰ F

COOK FOODS TO PROPER TEMPERATURES

GROUND MEAT to 160⁰ F

POULTRY to 165⁰ F

SHELL EGGS, FISH, BEEF, and PORK to 145⁰ F



Option 2: Supply your own handwash station.

HANDWASHING FACILITIES.

Accessible and convenient handwashing facilities are required in each booth. **Wash hands frequently: before starting work, before engaging in food preparation, after handling raw meat or money, after eating, smoking, coughing, sneezing or using a tissue, after handling garbage and after using the bathroom.** When a designated handwashing sink with water under pressure (option 1) is **not** available, option 2 (illustration on left) can be used. Commercial portable handwashing stations are also available.

PROPER SANITIZING



Store wiping clothes in a sanitizing solution equivalent to 50-100ppm of available chlorine. If using bleach, this is equivalent to approximately 1 tablespoon of bleach to two gallons of water. For commercial sanitizers, mix the solution according to the manufacturer's directions.

