



TOWN OF WESTBROOK

HEALTH DEPARTMENT

866 BOSTON POST RD.

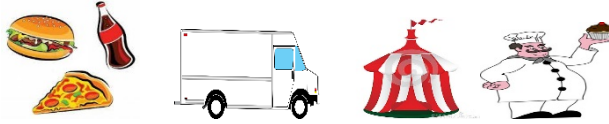
WESTBROOK, CT. 06498

PH: 860-399-3047

FAX: 860-399-2084

Fee Paid: _____
Check # _____
Cash: _____
Date: _____

LOCATION # _____



TEMPORARY FOOD SERVICE/EVENT PERMIT APPLICATION

EVENT NAME: _____

EVENT LOCATION: _____

EVENT DATE(S): _____ TIME: _____

SPONSORING ORGANIZATION: _____ (For-Profit Non- Profit)
check one

NAME OF FOOD EVENT OPERATOR: _____

CONTACT INFO: _____ EMAIL: _____

NAME OF EVENT COORDINATOR: _____

CONTACT INFO: _____ EMAIL: _____

BUSINESS LICENSE / STATE LICENSE #: _____ (ATTACH COPY) IF APPLICABLE.

* If a tent is being erected you must obtain a Tent Application from the Building Department.

* If you will be posting any signs you must obtain a Sign Permit from the Zoning Department.

All information & correspondence is to be sent to (check one): PROPERTY OWNER EVENT COORDINATOR

PROPERTY OWNER NAME & ADDRESS: _____

PROPERTY OWNER PHONE: _____ E-MAIL: _____

- List all items on the menu using the table provided on page 5 or on attached menu table.

Type of potable water supply:

At event On-site well Public Water Bottled Water Only None

Facility where food prepared: On-site well Public Water Bottled Water Only None

1. Describe where frozen, cold, and hot food will be stored prior to the event:

If the food is to be prepared off-site, list all preparation locations:

Name of Establishment: _____

Address: _____

***Include a copy of the current food service license for establishments not licensed by the Westbrook Health Department.**

2. Will any foods be prepared prior to the event? Yes No If yes, how will foods be cooled?

***Please note preparing food in advance may not be allowed.**

3. If the event is more than one day, how will the food be stored overnight? (location & facilities):

4. If the food is to be transported, how will food temperatures be maintained in transport?

(No potentially hazardous food may be prepared in a home kitchen. All preparation must be done on-site or in an approved, inspected kitchen):

5. Describe how food items will be stored at event.

6. How will cold potentially hazardous foods be kept cold at event? (**Below 45°F**)

A metal stem thermometer is required to monitor temperatures. (Examples: burger patties in cooler in well drained ice; dairy products in on-site refrigerator)

7. How and where will hot food items be cooked at event? How will food items be reheated at event, if necessary, and to what temperature?

8. Describe equipment used to keep hot potentially hazardous foods hot at event (**Above 140°F**)

A metal stem thermometer is required to monitor temperatures . (Example: soup kept hot in pot on stove)

9. Will a probe thermometer be available to take internal temperatures of food? Yes No

10. How will food temperatures be monitored during event?

11. How will food be protected from the public? (Example: muffins will be individually wrapped in saran wrap; condiments in single serve packages).

12. Describe number, location, and set up of hand washing facilities to be used by food workers:

13. How will utensils, cutting boards, thermometers, and other food contact surfaces be sanitized and stored at your food event?

Do you have test strips to verify sanitizer concentration? Yes No

Approved Sanitizers are Quaternary Ammonium Compound, Food Contact Bleach and Iodine.

14. Toilet facilities and location: Check One Rest Rooms Portable Toilets*

*Portable toilets - 1 toilet for every 200 females and 1 portable toilet for every 300 males is recommended.

See attached "Portable Toilet Event Planning Guide" for more guidance.

Whenever possible, portable toilets for food service workers shall be separate from toilets for general use and have hand washing sinks included.

Additional approval may be required from the Fire Marshal based on your responses to the following questions.

Approximate number of people expected at event (including volunteers):

- 15. Will you be using any outdoor propane grills at event? Yes No
- 16. Will you be frying any food items at the event? Yes No

YOU WILL BE ISSUED A PERMIT UPON APPROVAL OF YOUR APPLICATION AND, IF REQUIRED, AN INSPECTION OF YOUR BOOTH. YOU WILL NOT BE ALLOWED TO SERVE FOOD WITHOUT FIRST OBTAINING A PERMIT FROM THE WESTBROOK HEALTH DEPARTMENT.

THE FEE FOR THIS APPLICATION REMAINS AT TWENTY-FIVE DOLLARS (\$25.00) PER COMMERCIAL FOOD VENDOR, PER EVENT. THIS APPLIES TO ALL VENDORS INCLUDING ALREADY PERMITTED RESTAURANTS. PLEASE RETURN THE APPLICATION ALONG WITH THE FEE TO WESTBROOK HEALTH DEPARTMENT A **MINIMUM OF TWO (2) WEEKS** BEFORE THE EVENT.

Any incomplete information will delay the licensing procedure. It is your responsibility to contact this office if any information listed on this application changes.

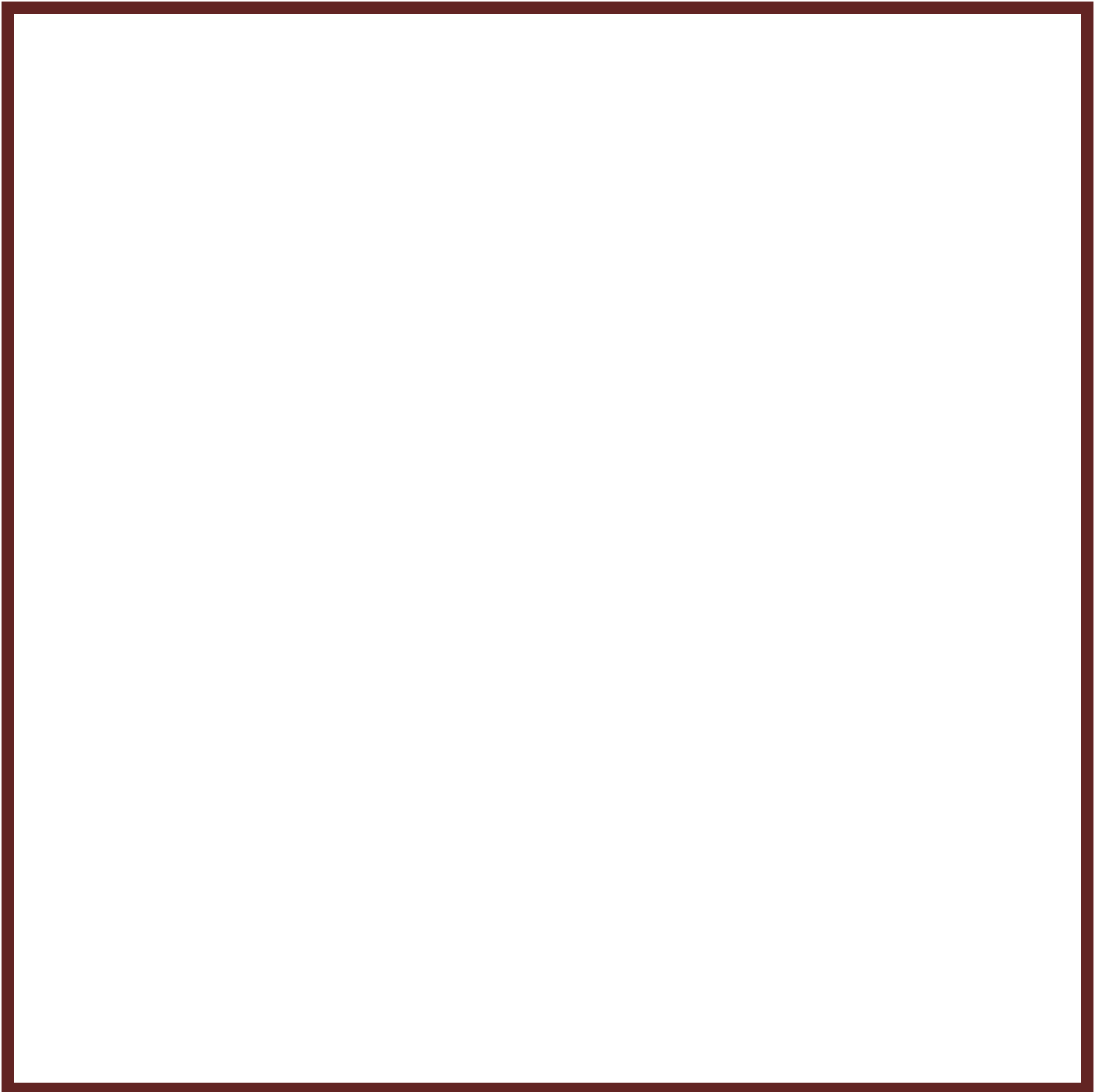
I certify that the above described food event/booth will be operated and maintained in accordance with Town of Westbrook Ordinances and the State of Connecticut Public Health Code 19-13-B42 as applicable to my operation. I fully understand that any deviation from the above without permission from the Westbrook Health Department may nullify final approval.

Applicant's Signature

Date

<u>Office Use Only</u>			
Fee Paid: _____	Receipt Number: ____	Cash: _____	Check No.: _____
QFO Requirement Met: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Designated Alt Requirement Met: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Water Test: <input type="radio"/> Received <input type="radio"/> Approved <input type="radio"/> N/A	<input type="radio"/> VOC's		
Menu Attached: <input type="radio"/> Yes <input type="radio"/> No			
Final Approval: _____		Date Issued: _____	

SKETCH SHEET:



In the space provided please draw the layout of the Temporary Food Event depicting the location of your food booth or kitchen area & customer service. Identify hand washing facilities, restrooms, dishwashing facilities, garbage disposal, food prep tables, food storage, cooking equipment, hot and cold holding equipment, tables, chairs, etc. If applicable, also note location of outdoor grills & tents.

Menu Items

* **Please Note:** food items prepared in a non-commercial kitchen and/or in advance *may not* be permitted

Food Item Includes beverages, desserts, salads etc.	Source (Check One)	Where Prepared? Where Purchased?
	<input type="radio"/> Made By Organization <input type="radio"/> Commercially Made	
	<input type="radio"/> Made By Organization <input type="radio"/> Commercially Made	
	<input type="radio"/> Made By Organization <input type="radio"/> Commercially Made	
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	<input type="radio"/> Made By Organization <input type="radio"/> Commercially Made	

THE EVENT COORDINATOR WILL MAINTAIN THIS LOG FOR 90 DAYS FOLLOWING THE EVENT

APPLICATION REQUIREMENTS FOR A TEMPORARY FOOD EVENT

Dear Operator/Owner:

With regards to Temporary Food Event License Application for the Town of Westbrook, the Health Department requires the following:

- (1) The application must be completed in its entirety and submitted to the Health Department at least 10 days prior to an event involving 5 or fewer vendors (unless another time frame has been established with the Health Department) and 14 days prior to an event involving more than 5 vendors.
- (2) A (\$25.00) fee must be submitted with the application.
- (3) Vendors/Caterers from towns outside of Westbrook will be required to submit a valid food service license issued by their local health department and a copy of a recent food service inspection.
- (4) An opening inspection the day of the event with equipment in place and operational may be performed to determine if the event complies with local and state regulations concerning food service.
- (5) For events with more than one food booth/vendor, a **temporary food license application** must be completed by **each** food booth operator.

Keep in mind that it is the responsibility of the food event/booth operator to notify the Westbrook Health Department, in writing, of any changes that are made to your operation (menu, floor plan, etc.) 10 days prior to the event. If at all possible, please do not mail your license application to the Health Department. Our hours are Monday, Tuesday, Wednesday 9am-4pm, Thursday 9am-7pm, and Friday 9am-12pm.

Thank you in advance for your cooperation with our Temporary Food Service Licensure procedure. Please do not hesitate to call with any questions. (860-399-3047; 860-399-9869).

Sincerely,

The Westbrook Health Department
 866 Boston Post Rd.
 Westbrook, CT. 06498