



# Town of Glastonbury

2155 MAIN ST - P.O BOX - 6523 – GLASTONBURY, CONNECTICUT 06033-6523, (860) 652-7534

## **SEASONAL MARKET VENDOR APPLICATION**

Event Name: \_\_\_\_\_

Site Coordinator of Event: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person Responsible for Booth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**NOTE:** A Qualified Food Operator (QFO) is required if preparing and/or serving potentially hazardous foods under Class III and Class IV categories for food service establishments. A certificate from an approved testing organization, completion of a seminar on food protection recognized by the Director of Health, or attending the Glastonbury Health Department Food Safety Class is acceptable for meeting the Qualified Food Operator requirement. (\*Certificates received from attending and passing the Glastonbury Health Department Food Safety Class can **only** be used at temporary events in the Town of Glastonbury).

### **\*Copy of Certificate Required\***

Qualified Food Operator: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**NOTE:** Qualified Food Operator is responsible for ensuring all food handlers have been trained in and follow safe food handling practices.

Food Handlers: \_\_\_\_\_

\_\_\_\_\_

Menu Items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Equipment Description**

Cooking: \_\_\_\_\_

Hot Holding: \_\_\_\_\_

Cold Holding: \_\_\_\_\_

Ware Washing: \_\_\_\_\_

Storage: \_\_\_\_\_

Food Transportation: \_\_\_\_\_

Hand Washing: \_\_\_\_\_

**\*Liquid hand sanitizers or wipes are NOT acceptable for hand washing\***

I (we) \_\_\_\_\_ hereby apply for a Seasonal Market Vendor License in compliance with the State of Connecticut Public Health Code Regulations and the Town of Glastonbury Code of Ordinances.

**This Seasonal Market Vendor License is active only for the duration of the  
Glastonbury Farmer's Market**

**Fee: \$95**

**NOTE:** There is NO fee for non-profit organizations

## Proposed Site Plan for Seasonal Market Vendor Events

Along with a sketch or diagram of the proposed site showing location of equipment, toilets, trash containers, food prep areas, etc., the following information is to be provided to the Glastonbury Health Department by the applicant.

### Food from an Approved Source

**NOTE:** Home prepared or home canned foods are **NOT** to be sold by vendors at the Glastonbury Farmer's Market. All foods must be prepared in a commercial, regulated establishment and any food which is pre-cooked and cooled for service at the Glastonbury Farmer's Market events must be prepared at a permanently established, approved food service facility. Transportation of potentially hazardous food items must be done under strict and adequate temperature controls.

Where is the food being purchased? \_\_\_\_\_

Where is the food being prepared? \_\_\_\_\_

### Water Source

**NOTE (Food Prep):** A recent (within 6 months) potability test of a private well is required prior to use of the well for the event. If the well does not meet the State of Connecticut requirements for potability, the well cannot be used for cooking or drinking.

Public       Bottled       Well

**NOTE (Site):** All water lines or hoses used for potable water must be food grade and backflow prevention devices installed where required.

### Temperature Control

**NOTE:** Thermometers are required in cold storage units and probe or thermocouple thermometers are required for testing food.

Cooking Equipment (heat source):    Gas     Electric    Other: \_\_\_\_\_

Refrigeration Equipment:    Refrigerator     Ice Chests    Other: \_\_\_\_\_

Hot Holding:    Steam Table     Table Top Unit    Other: \_\_\_\_\_

### Hand Washing Facilities

**Your handwashing station must be located in the booth where food is prepared / served**

## Food Protection

Are food containers stored off of ground on shelves or pallets?    Yes    No

How is food protected from dust, insects, etc.?    Screens    Covers   Other: \_\_\_\_\_

How is food protected from the public?    Sneeze Guards    Covers    Covered Dispensers

Other: \_\_\_\_\_

### Toilet Facilities

Fixed Location    Portable    How Many

## Disposal of Sewage, Wastewater, Garbage and Grease

**NOTE:** Wastewater must not be dumped on the ground surface, into storm drains or waterways.

Where will the wastewater from handwashing, dishwashing, etc. be disposed? \_\_\_\_\_

How will trash and garbage be contained and removed? \_\_\_\_\_

How will grease be removed if generated (i.e. fryolator) as part of the operation? \_\_\_\_\_

## Cleaning and Sanitizing of Equipment and Utensils

How will utensils be cleaned and sanitized?

3-Compartment sink    Commercial dishwasher    Use single-use utensils (plastic ware)

Replace soiled utensils with clean utensils every 4 hours   Other: \_\_\_\_\_

How will equipment be cleaned and sanitized?

3-Compartment sink    Commercial dishwasher   Other: \_\_\_\_\_

Off-site in a commercial kitchen

**If off-site:**

Name of Establishment: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

## Storage

Where will paper goods, food containers, etc. be stored?

Pallets     Shelves     Bins    Other: \_\_\_\_\_

Where will cleaning supplies and other chemicals be stored? \_\_\_\_\_

Where will food dispensing utensils (scoops, ladles) be stored between uses?

Running water dipper well                       In food product with handle extending out of container

140 degree clean potable water                       On a clean dry food contact surface (plate, bowl)

**NOTE:** The food contact surface and utensil must be cleaned and sanitized or replaced every 4 hours.

## Food Booth Structure

Is the food booth?     Commercial trailer     Vehicle (mobile kitchen)     Under a tent

If not a commercial trailer or vehicle; what type of flooring does the food booth have?

Concrete     Duckboard     Removable mats     Platform     None    Other: \_\_\_\_\_

Does the food booth have overhead protection?     Yes     No    Does the food booth have walls?     Yes     No

Is the food booth screened?     Yes     No

## **Provide a diagram of the food booth on a separate sheet of paper**

The diagram should include all pertinent information such as equipment layout, hand washing stations, customer service areas, garbage containers, etc. Not all food booths will have the same equipment, it will depend on the product being sold.

### **Example of a proposed food booth and pertinent information.**

1. Site will have portable toilets with hand sink station.
2. Dumpsters will be provided for emptying trash cans.
3. Wastewater from sinks is collected in a sealed tank which is dumped into a sanitary sewer system. Wastewater will not be dumped directly onto the ground.
4. Canopy over booth.

