



Town of Glastonbury

Health Department

****PLEASE NOTE: Food Service Applications are due in the Health Dept. no later than two weeks before the start of an event.****

TEMPORARY FOOD SERVICE 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 Temporary Food Service License in compliance with the State of Connecticut Public Health Code Regulations and the Town of Glastonbury Code of Ordinances.

Temporary Food Service Licenses are for a 14 day period only

Fee: \$60

PLEASE NOTE: The \$60 fee is Non-Refundable

NOTE: There is NO fee for non-profit organizations

Proposed Site Plan for Temporary Food Service 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 at a temporary event. All foods must be purchased from a commercial, regulated establishment and any food which is pre-cooked and cooled for service at temporary 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: 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: 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

Type of Hand Washing Station:

Commercial Unit Other Type: _____

Your hand washing 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.

