



Public Health
Prevent. Promote. Protect.



Healthy People



BRISTOL-BURLINGTON HEALTH DISTRICT

240 Stafford Avenue, Bristol, Connecticut 06010-4617 Tel. (860) 584-7682

• Fax (860) 584-3814 • www.bbhd.org Healthy Communities

APPLICATION FOR TEMPORARY FOOD EVENT

All vendors serving food and beverages to the public on a temporary basis are required to have a food service permit.

- 1) **SUBMISSION OF THIS APPLICATION TO BBHD IS NOT AN APPROVAL TO OPERATE. PERMITS WILL BE ISSUED BY BBHD IF APPROVED**
- 2) As part of the approval process you are required to watch the temporary food event training video <https://bbhd.org/temporary-event-training/>
- 3) After you have completed the video, you must send email to Vanessarodrigue@bristolct.gov stating that you have watched entire video & understand the minimum requirements described in the video.

Fees: \$75 fee 1 day / \$100 fee 2 days / \$50 per day 3-14 days Failure to submit the application & fee 10 business days prior to the date of the event will result in a \$25 administrative fee. Failure to submit the application 2 business days prior to the date of the event will result in a \$50 fee or denial of Temporary Food service event license at the discretion of Director of Health.

Date of application: _____ **Name of applicant:** _____

Name of Temporary Event: _____ **Date(s) of EVENT :** _____

Address or Location of Temporary Event: _____

Name of Food Booth or Mobile Truck : _____

Time of set up: _____ **Hours of operation:** _____ (Start & End times)

Name of Person(s) in charge of Food Booth or Mobile Truck _____

Email : _____ **Phone #** _____

Address: _____

Name of CFPM ** _____ **Email** _____

Attach copy of CFPM certificate with application

Name & Phone # of PERSON IN CHARGE OF THE EVENT (not food booth or truck):

Temporary event application for a food truck **NO** (or) **YES** or food booth **NO** (or) **YES**

Is the Vendor or Organization Non-profit? (Check one) **NO** (or) **YES** (*no fee for NP)

*** If your Organization is Non-Profit, please include a copy of your Tax Verification Form**

Non - Profit social, charitable, fraternal, churches and synagogues, shelters and residential organizations which maintain permanent kitchen facilities or apply for temporary permits and are subject to all applicable 2022 FDA FOOD CODE regulations are hereby exempt from any food service establishment license/permit fee. Fee exempt operations are obliged to apply and receive a temporary food service license/permit.

Current BBHD Food License if applicable # _____ **Food Service establishments with a valid BBHD food license that apply for temporary food service permits are hereby exempt from any temporary food service license/permit fee.**

****A Certified Food Service Operator is required at each booth /or mobile truck selling Time/Temperature Control for Safety Food (TCS) foods**

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1) List all Foods to be sold (Including Condiments, beverages):

2) List all foods to be prepared at the event in food truck or food booth:

3) List all foods to be prepared off site prior to the event: _____

4) List name & address of licensed facility being used to prepare food prior to event:

(Foods prepared prior to event must be pre-approved by BBHD)

5) Food truck only -List size of potable water storage tank _____ gl. waste tank _____ gl.

6) CHECK type of COOKING FACILITIES: Grill Stove Fryolator Wok Oven
(Charcoal and wood cooking devices are not permitted)

7) How will food be delivered: _____

8) How will cold foods be kept 41°F or below: _____

Refrigerator Ice Refrigerated Truck Other (Thin probe food thermometer digital required)

9) How will hot foods be kept at 135°F above: _____

Sterno Electric

10) List all food Sources of Meat, Fish, Seafood and Bakery Products:

11) DESCRIBE means for HANDWASHING in FOOD BOOTH: _____

12) Describe how utensils, cutting boards , equipment will be washed rinsed and sanitized _____

I have reviewed the BBHD Food Service Requirements FOR TEMPORARY EVENTS PROVIDED WITH THIS APPLICATION and understand that I am liable for the quality and condition of the food served to the public. My staff and I will ensure the safety of all food and beverages stored, prepared and served at the above event. I hereby attest and understand a BBHD Temporary license will not be issued if my food station is not in compliance with the attached TEMPORARY EVENT CHECKLIST

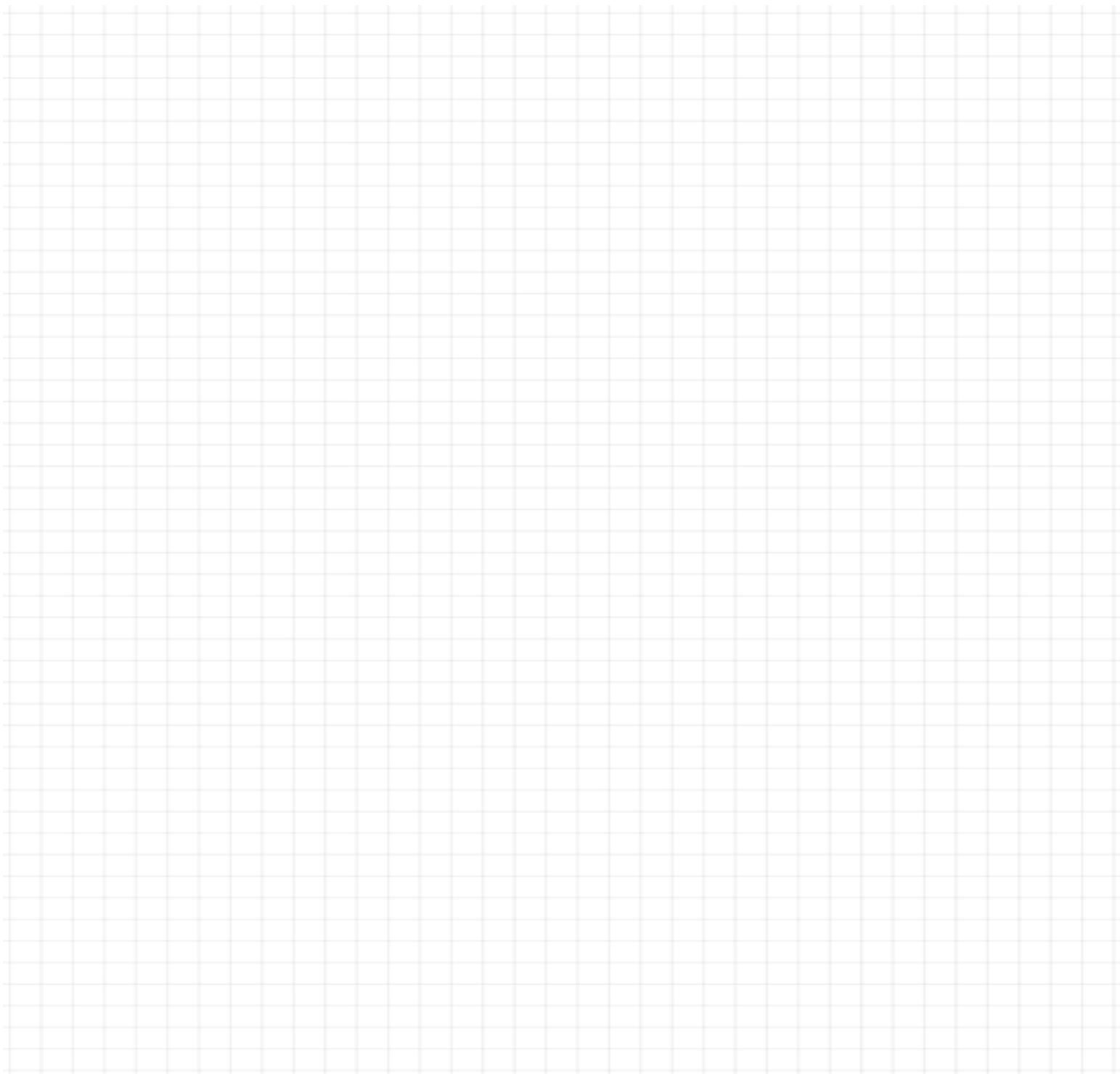
Date: _____ Signature: _____

BELOW to be completed by BBHD

APPLICATION APPROVED DATE: _____ SIGNATURE: _____ DATE PERMIT ISSUED: _____

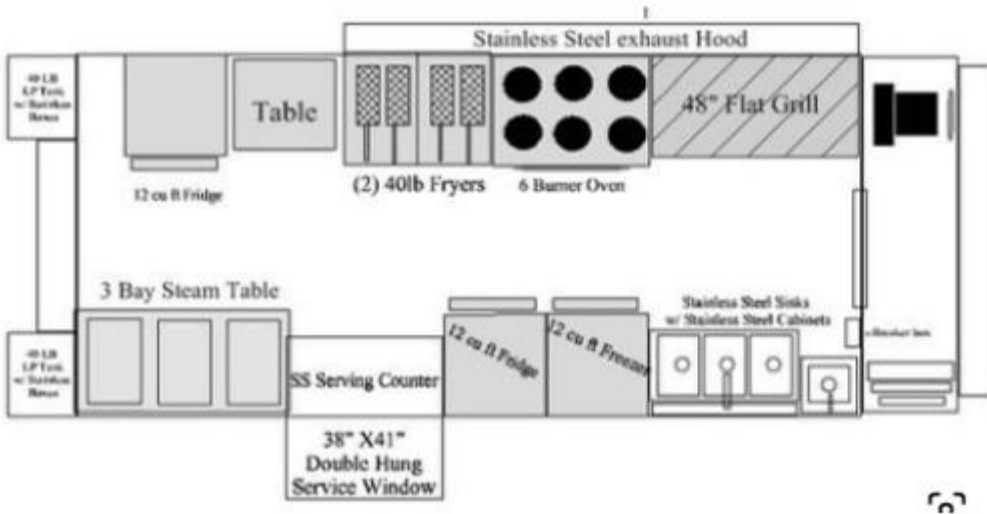
FOOD BOOTH SKETCH MUST INCLUDE THE FOLLOWING

In the following space, provide a Bird's-eye or overhead view drawing of your proposed Temporary Food Booth or Mobile Unit. Draw and label all cooking equipment, hot and cold storage units, food preparation tables, food storage, water storage, refuse containers, ware washing set up or extra equipment and utensils, and handwashing. Type of flooring and tents (flame/combustion resistant /fire retardant certified tent if grilling) ***See examples on page 4

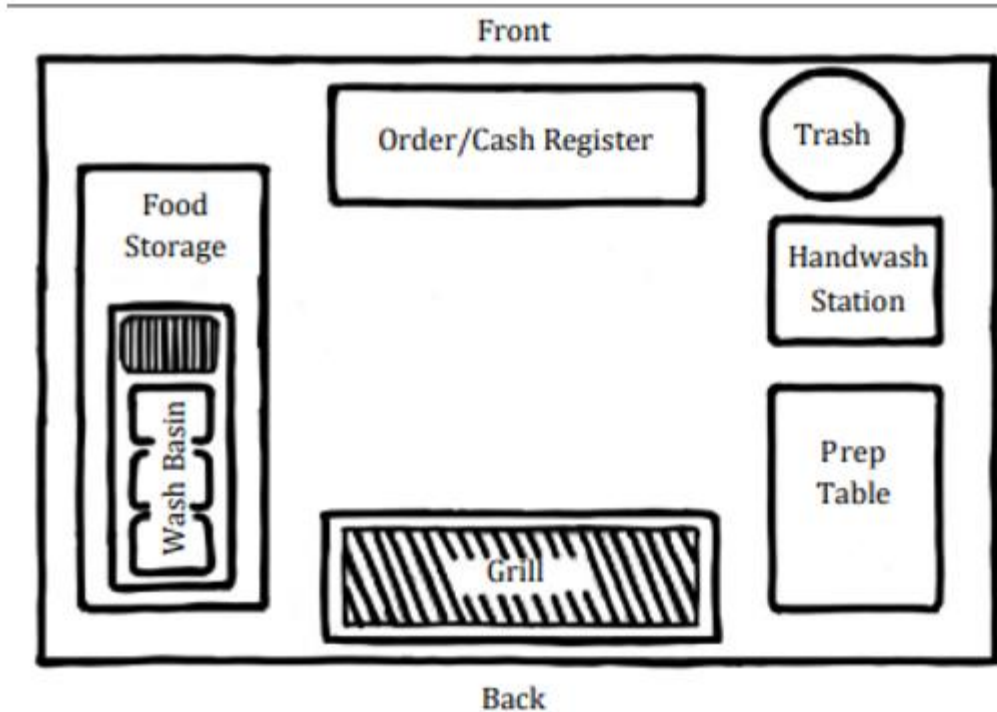


*******Plans that are not legible or do not include all aspects of operation will not be approved and will be returned to applicant**

*****EXAMPLE OF SKETCH OF FOOD TRUCK**



***EXAMPLE OF SKETCH OF TEMPORARY FOOD BOOTH**



To be kept onsite at Event DO NOT SUBMIT THIS PAGE W/ APPLICATION

BRISTOL BURLINGTON HEALTH DISTRICT

TEMPORARY EVENT CHECKLIST

- Tent** (flame/combustion resistant /fire retardant certified tent if grilling)
- Temporary Flooring** (If not on asphalt or concrete, temporary nonabsorbent flooring must be put down).
- Hot Holding Equipment** : *135°F or above*
- Cold Holding Equipment**: *41°F or below*
- Reheat Foods**: *To at least 165°F*
- Thermometer** -Thin probe food thermometer digital preferred
- Equipment**- Utilizing sterno is not recommended for hot holding foods.
- Cooking Devices**- Charcoal and wood cooking devices are not permitted.
- Extra Utensils**
- Hand Washing Station**
- 5 Gallon container of warm water w/gravity flow spiket**
Catch basin for waste water
Liquid soap/ Paper towels/ Wastebasket
- Approved sanitizer & Test Strips**
- Wash, rinse, sanitize station**
- Everything up off of ground**
- Food service, dry storage, work and food preparation tables**
- Hair restraints**
- Disposable Gloves**
- Sanitized potable water storage tank prior to event**
- Approved potable water hoses clearly marked or documentation**
All public water supply hoses must be food grade
- Temperature Logs**
- Sign in list for Volunteers**
- Food trucks or trailers that arrive at temporary events unclean or in disrepair will not be issued a BBHD license for the event**

**Please refer to the Bristol Burlington Health District Temporary Food Service License Information Packet for further information.*

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To be filled out onsite at time of Event DO NOT SUBMIT W/ APPLICATION

TEMPORARY EVENT VOLUNTEER LIST

NAME OF ORGANIZATION / CLUB: _____

NAME OF PERSON IN CHARGE: _____

PHONE NUMBER(S): _____

NAME OF EVENT: _____

DATE OF EVENT: _____

NAME: (Please Print clearly) **DATE:** **HOURS WORKED:** **INITIALS:**

| NAME: (Please Print clearly) | DATE: | HOURS WORKED: | INITIALS: |
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