



2014 Application for a Temporary Food License Instructions

- Download and print application.
- Print clearly, using black or blue pen.
- Complete this form in its entirety. If a question does not apply, write N/A in the appropriate section.
- Be sure to list an Event Coordinator and contact number on the form.
- Submit this application at least 2 weeks prior to the event with appropriate fee.
- If you have questions about this form, contact TMHD at 203-452-5195, between 8:30 a.m. – 4:30 p.m., and ask to speak to a sanitarian.

Menu Items

- This should include all foods, condiments, and beverages that are being served or sold.

Describe how foods will be prepared, cooked and transported

- List foods that are pre-packaged (such as cookies) and where they will be purchased from.
- Describe food preparation and cooking methods for each menu item, and how foods will be transported.

Explain how cold foods will be kept cold or frozen.

- Be specific. For example, milk used for coffee will be stored in a cooler on ice or stored in an on-site refrigerator.

Explain how hot foods will be kept hot.

- Be specific. Explain how foods will be cooked to the appropriate temperature and how temperatures will be maintained on site. For example, ovens located on site will maintain food at the proper temperature .

Explain how serving utensils will be sanitized.

- Be specific. What type of sanitizing solution will you be using? How often will you be sanitizing utensils?

Describe how handwashing will take place in your booth.

- Handwashing stations are required when handling hot/cold foods. Describe how handwashing will take place in your booth.

Provide a diagram of how your booth will be set up.

- Be sure to label tables, equipment, coolers, lighting, handwashing stations, etc.



2 Corporate Drive, Suite 116
 Trumbull, CT 06611
 Phone: (203) 452-5195
 Fax: (203) 452-5304

<u>Office Use Only</u>
License Fee Paid: _____
Received by: _____
Check # or Cash: _____
Receipt # _____

Date: _____

2014 Application For A Temporary Food License

License Fee: \$60.00 per booth or trailer per event.
\$20.00 late fee will apply if not submitted 14 days prior to event for non-profit
\$50.00 late fee will apply if not submitted 14 days prior to event for commercial vendors
Make checks payable to: Trumbull Monroe Health District (TMHD)

Name of Event: _____ Date/Time of Event: _____

Address of Event: _____ Trumbull Monroe

Expected Number of People: _____

Food Booth Operator (Commercial or Individual) Name: _____

Address: _____ Phone: _____

(Street) (City) (State) (Zip Code) (Cell) (Home)

Event Coordinator Name: _____ Phone: _____

(if applicable) (Cell) (Home)

_____ (E-Mail Address)

- **Applications must be submitted at least 2 weeks prior to the event.**
- **Food Establishments who have an annual license with TMHD are required to take out a separate license for temporary events.**
- **Please check with your Town's Building, Fire and Zoning Departments for additional requirements.**

Menu Items: (All foods and condiments must be from an approved source)

Please describe how foods will be prepared, cooked and transported:

Explain how cold foods will be kept cold or frozen: (Maximum 45° F and below)

Explain how hot foods will be kept hot: (Minimum 140° F and above)

(OVER) →

Please describe how utensils, cutting boards and surfaces will be sanitized:

Please describe how the handwashing station will be set up in your booth:

Is there a toilet facility available or will portable toilets be used?

Indicate the water source for cooking, cleaning and handwashing: City Water Private Well Water

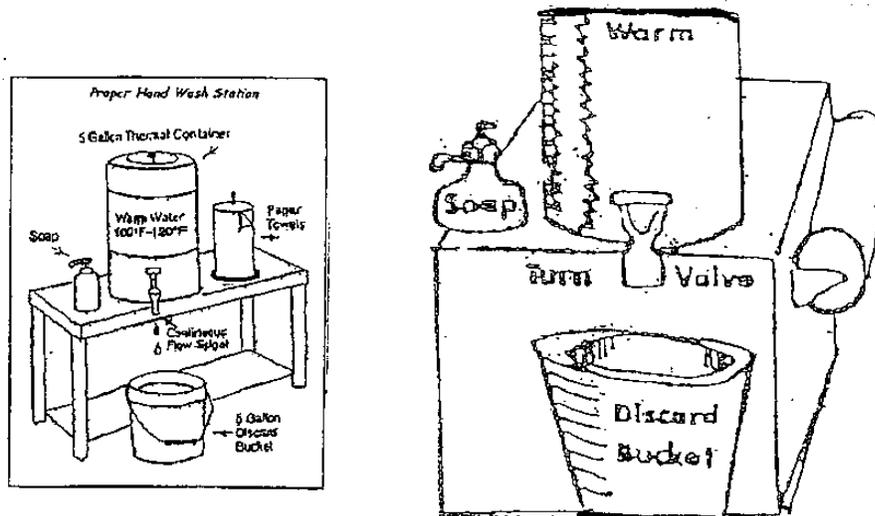
Layout of trailer or booth. Show all components including but not limited to overhead protection, handwashing station, tables, equipment, coolers, grills and toilet facilities, etc.

Rev. 2014

Office Use Only **Application Approved by:** **Date:**

Handwashing Station For Temporary Food Booths

The handwashing station must have warm water, liquid soap, paper towels and a waste receptacle. The water container must be clean and have a spigot that remains open. (see diagrams)



Washing, Rinsing And Sanitizing Utensils

Utensils must be washed with soap and warm water. Rinse the utensils with clean water. Sanitize the utensils using a bleach and water solution. (1 teaspoon of bleach to every gallon of water) Test strips must be available to test the concentration. All buckets or basins must be properly labeled. The potable water used must be changed frequently or as needed. (see diagrams)

