



CITY OF HARTFORD

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Environmental Health Division
131 Coventry Street
Hartford, Connecticut 06112



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VENDOR TEMPORARY FOOD LICENSE APPLICATION (FOR TEMPORARY FOOD EVENT)

The VENDOR of each temporary food event must complete this application with remittance of \$75.00 (non profit events \$ 25) by **CERTIFIED CHECK, MONEY ORDER or CREDIT CARD (no cash or personal checks) payable to the City of Hartford and must be filed (15) days prior to the opening event***. This application and \$75.00(non profit \$25) must be submitted to the Department of Health and Human Services, Environmental Health Division, 131 Coventry Street, Hartford, CT 06112.

***In addition applications received between 5-15 days prior to the event will be charged \$125. Applications received less than 5 days prior to the day of the event will be levied \$150. This applies to all applicants including Not-For-Profit Organizations.**

***This application is not a license.** Temporary food permits will not exceed a period of 1 to 5 days.

Application Date _____ Name of Event _____

Date of Event _____ Time of Event _____

Event Location _____ Building Name & Room# _____

Event Coordinator Name (full business name) _____

Name of Event Coordinator Contact Person (First) _____ (Last) _____

Phone # (work) _____ (cell) _____

E-Mail Address _____

Name of Applicant (Food Vendor): First name _____ Last name _____

Applicant Business Name _____ Non Profit Org. (yes) _____

If yes, submit copy of state non profit certification with the application.

Applicant's Address _____

Applicant's E-Mail Address _____

Applicant's Phone # (work & home) _____ (cell) _____

*Name of person in charge on event premises _____ Cell # _____

Set up time _____ Inspection time _____

If person is different from applicant provide name _____



Please provide the following information: (If any of the following does not apply to you mark it N/A)

- 1. List all food and beverage items (menu) to be prepared and served at temporary event (attach a separate sheet if necessary).**

PLEASE NOTE: Any changes to the menu must be submitted to the Environmental Health Division no later than 10 days prior to the event.

Hot Food: _____

Cold Food: _____

Beverages: _____

Other: _____

- 2. Will all foods be prepared at the Temporary Food Event site?**

_____ Yes (use set-up in diagram A on page 7)

_____ No (use set-up in diagram A & B on page 7)

If no, the operator must provide a copy of the current License for the permanent food establishment where the food will be prepared.

- 3. Describe the food source if the food is precooked or prepared:**

a. Food Prepared at licensed kitchen or restaurant. Yes _____ No _____

b. Food ordered/purchased or donated by food establishment or organization. Yes _____ No _____

c. Food will be cooked on premises. Yes _____ Mobile Vendor Yes _____

d. Name(s) of the business _____

e. Address of the food source _____

f. License of Potentially Hazardous Food source * attach copy of food license if issued outside of Hartford.

- 4. Describe how Potential Hazardous Food*(PHF) will be transported from licensed kitchen to event Safely within adequate temperature range (be specific):**

Thermo vehicles: _____ Cooler with Ice: _____

Thermo box: _____ Thermo bag: _____

Other (describe): _____

- 5. Identify cooking equipment and approach, choose as may as apply:**

Gas Grill (commercial only) _____ Chaco grill (Commercial only) _____

Steamer _____ Kettle (corn) _____

Conventional Oven _____ Stove _____

Stir fry wok _____ Rice maker _____

Deep Fryer _____ Other (describe) _____

6. List all places (names & address) where the food source especially meats, poultry, seafood, *shellfish, and ice will be purchased. *shellfish tag must be kept with the original bag or container until it is empty then kept for 90 days.

Example: Hot dog, Chili Sauce commercial packaged, Precooked -----Restaurant Depot

7. Describe the number, location and set up of handwashing facilities to be used by employees.

- a. Provided by kitchen or concession facility on the premises _____
- b. Commercial Electric / Portable hand washing station _____
- c. Hand washing station set-up:

Thermo Water Tank with Spigot _____
Waste Water Bucket _____ Soap _____ Paper Towel _____

8. Describe how and where utensil/equipment washing will take place.

- a. Commercial ware washing facility on event premises _____
- b. Portable three bay sink (commercial) _____
- c. Three containers of suitable size. _____
- d. Will bring back to base of operation to wash (for events less than 4 hours only) _____.
- e. Not applicable (if using single-use utensils or prepackaged food) _____.

9. Describe how wastewater will be collected, stored and disposed.

Collected by event coordinator _____ Bring back to base of operation _____

10. Describe the number and location of garbage containers.

11. Describe what heat source will be used to keep hot foods hot (140 degrees and above).

- a. Steamer _____
- b. Chaffing Dish _____
- c. Other (describe) _____
- d. N/A (cold food only) _____

12. Describe how cold foods will be kept cold (45 degrees and below).

- a. Commercial cooler/freezer _____
- b. Ice cooler _____
- c. Ice Packs _____

13. Describe how food temperatures are monitored and thermometers cleaned, and sanitized.

- a. Probe Type Thermometer (0-220 degrees F range) _____
- b. Cooler Thermometer _____
- c. Alcohol Swap for Sanitizing _____

14. Personal Hygiene:

Effective hair restraints (hat, hair net) _____

Clean outfit, apron, t-shirt with sleeves _____

Are personnel with symptoms like fever, diarrhea, vomiting, coughing/sneezing, etc. or hand/finger wounds prohibited from handling food? Yes _____ No _____

15. List of employee/volunteer names, phone numbers, addresses, and shifts to be worked during the event.

<u>NAME OF EMPLOYEE</u>	<u>PHONE #</u>	<u>ADDRESS</u>	<u>SHIFT</u>
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11.

16. Use attachment #2 in this packet to sketch a drawing showing the event area and where your operation will be, and the layout of your equipment setting.

ATTACHMENT #2

SELF CHECKLIST FOR FOOD BOOTH/VENDOR OPERATORS

- _____ Metal probe thermometer (0 – 220 degrees F range)
- _____ Thermometers for all refrigerators
- _____ Coolers and ice packs (if ice is to be used for cooling of foods, where is water to be drained)
- _____ Equipment for PHF hot holding and transport.
- _____ Plastic wrap/Aluminum foil
- _____ Extra utensils: tongs, spatulas, spoons, and knives
- _____ Water source
- _____ Buckets/tubs for washing, rinsing, sanitizing food equipment
- _____ Bleach for sanitizing, test strips for checking
- _____ Waste water disposal container
- _____ Container(s) for grease collection
- _____ Clean wiping cloths and a container to store them in
- _____ Garbage containers and plastic bags
- _____ Hats/hair restraints and clean wear
- _____ Crates, shelves to store food off of the ground
- _____ Gloves for food handling
- _____ Hand washing station
- _____ All food containers or service item containers stored off floor

A HANDWASHING STATION MUST INCLUDE: POTABLE HOT & COLD RUNNING WATER (OR WARM WATER); LIQUID SOAP IN A DISPENSER; PAPER TOWELS; CONTAINER FOR WASTE WATER. WATER CONTAINER MUST BE CLEAN AND HAVE A VALVE OR SPIGOT THAT REMAINS OPEN TO ALLOW FOR ADEQUATE HANDWASHING.

B. Temperature:

Cold Food keep $\leq 40^{\circ}\text{F}$
 Hot Food keep $\geq 140^{\circ}\text{F}$



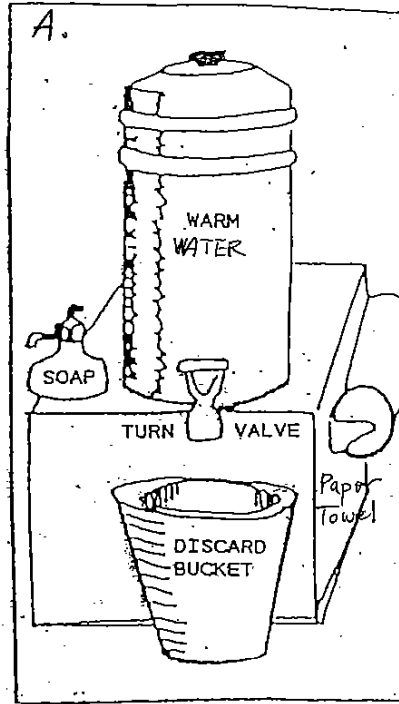
B.

Internal Cooking Temps

165°F reheats, poultry

155°F: ground meats pork

145°F: whole meats fish other PHFs



• Thermometers provided.

C. MANUAL DISHWASHING PROCEDURE AT SPECIAL EVENTS

Chlorine Sanitizing Solution: $\frac{1}{2}$ Table Spoon Bleach in Per Gallon Water.

Chlorine 100 P.P.M OR
 Quat 200 P.P.M

