



Public Health
Prevent. Promote. Protect.



BRISTOL-BURLINGTON HEALTH DISTRICT

240 Stafford Avenue, Bristol, Connecticut 06010-4617
Tel. (860) 584-7682 • Fax (860) 584-3814 • www.bbhd.org

Healthy People



Healthy Communities

APPLICATION – PAGE 1 of 3

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

Completed Temporary Food Service Permit Applications and applicable fees must be submitted to BBHD 10 business days prior to the event.

Failure to submit the application and licensing fee 10 business days prior to the date of the event will result in a \$25 administrative fee.

Failure to submit the application and licensing fee 2 business days prior to the date of the event will result in a \$50 administrative fee or denial of a Temporary Food service event license at the discretion of the Director of Health.

\$75 fee 1 day / \$100 fee 2 days / \$50 per day 3-14 days

Please refer to the BBHD Temporary Food Service Requirements for guidance in planning your event.

Date: _____

Name of Temporary Event: _____

Address or Location of Temporary Event: _____

Dates of Temporary Event: _____

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

Name of Food Booth/Operation: _____

Name of Person(s) in charge of food Operation _____

Address, phone : _____

Email: _____

Name & Phone number of Person in charge of Event (not food booth): _____

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

• 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 regulations Section 19-13-B42 and 19-13-B48 of the Connecticut Public Health Code 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.

SUBMISSION OF APPLICATION TO BBHD IS NOT A PERMIT; PERMITS WILL BE ISSUED BY THE ASSIGNED BBHD SANITARIAN

(Please use additional paper or attach menu if needed for any of the following questions).

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

2) List all foods to be prepared at event:

3) CHECK type of COOKING FACILITIES: Grill Stove Fryolator Wok Oven

(Charcoal and wood cooking devices are not permitted)

4) List how foods will be prepared prior to event including name of licensed facility:

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

How will food be delivered:

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

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

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

Sterno Electric

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

8) DESCRIBE means for HANDWASHING in FOOD BOOTH:

9) List Available toilet facilities:

*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***

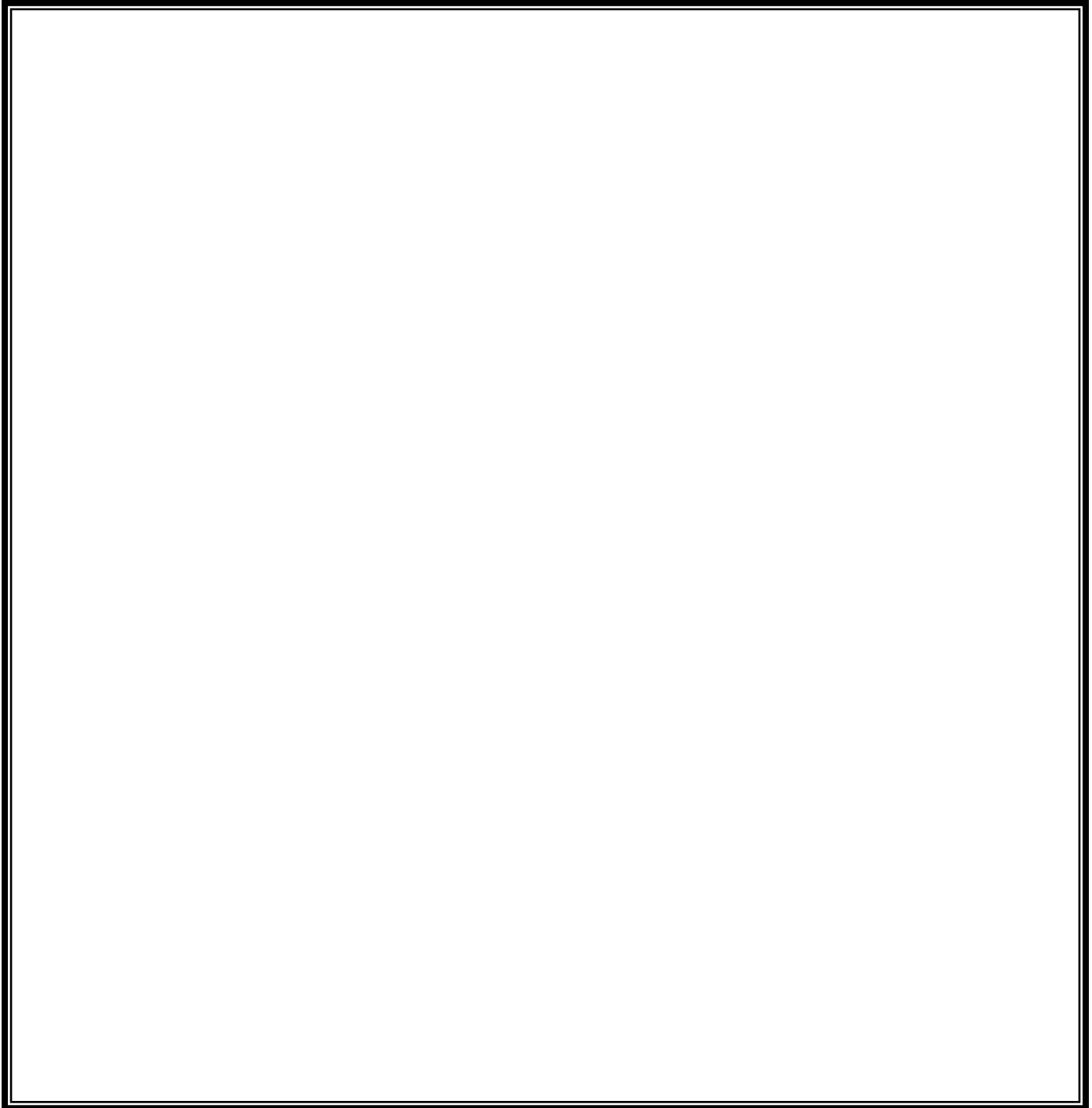
Date: _____ Signature: _____

TO BE COMPLETED BY BRISTOL-BURLINGTON HEALTH DISTRICT

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

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FOOD BOOTH SKETCH. Draw in the location and identify all equipment handwashing station, worktables, preparation tables cooking equipment, dispensing areas, hot holding equipment, cold holding facilities, dry storage areas, service area , ware washing set up or extra equipment and utensils, water storage, refuse containers acceptable flooring, tents (flame/combustion resistant /fire retardant certified tent if grilling), **Plans that are not legible or do not include all aspects of operation will not be approved.**



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TEMPORARY EVENT VOLUNTEER LIST
To be filled out onsite at time of Event

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:

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
 - Liquid soap/ Paper towels/ Waste basket
 - Catch basin for waste water
- 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 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.*