



**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](http://www.bbhd.org)

Healthy People



Healthy Communities

**APPLICATION FOR TEMPORARY FOOD EVENT**

- 1) SUBMISSION OF THIS APPLICATION TO BBHD IS NOT A PERMIT
  - 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](mailto: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.
- Please refer to the BBHD Temporary Food Service Requirements for guidance in planning your event.**

**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.**

**SUBMISSION OF THIS APPLICATION TO BBHD IS NOT A PERMIT; PERMITS WILL BE ISSUED BY THE ASSIGNED BBHD SANITARIAN IF APPROVED.**

**\*\*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):**

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

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**3) List all foods to be prepared off site prior to the event:** \_\_\_\_\_

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**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)**

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**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)**

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**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:** \_\_\_\_\_

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☐ Sterno ☐ Electric

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

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**11) DESCRIBE means for HANDWASHING in FOOD BOOTH:** \_\_\_\_\_

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**12) Describe how utensils, cutting boards , equipment will be washed rinsed and sanitized** \_\_\_\_\_

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***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

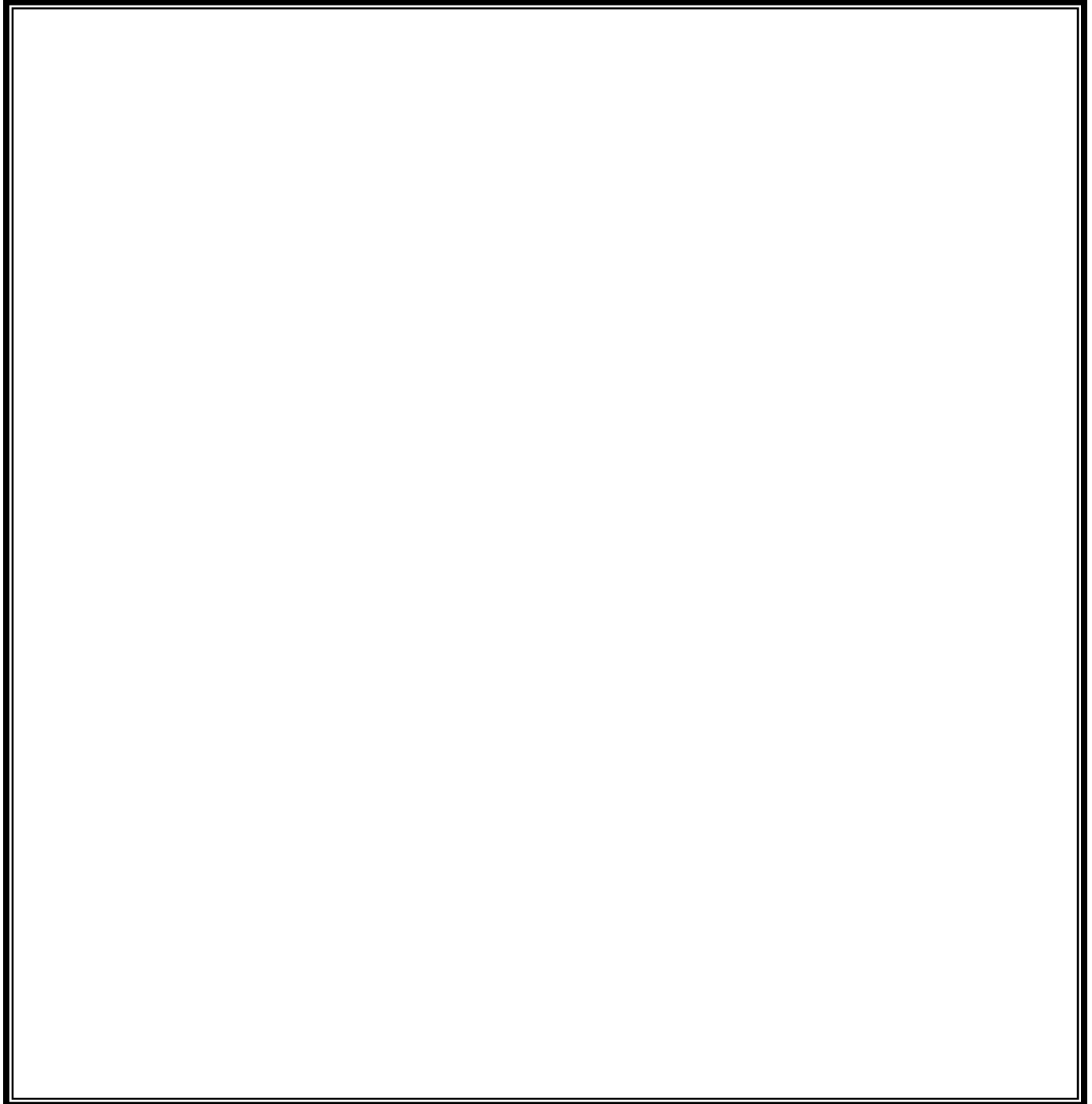
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APPLICATION APPROVED DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE PERMIT ISSUED: \_\_\_\_\_

FOOD BOOTH SKETCH MUST INCLUDE THE FOLLOWING . Plans that are not legible or do not include all aspects of operation will not be approved .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)

Class K Portable Fire Extinguisher required on site for any cooking producing grease vapors

FOOD TRUCKS- submit sketch of interior of truck or attach photos



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

# 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.*

## **TEMPORARY EVENT VOLUNTEER LIST**

**DO NOT SUBMIT THIS PAGE WITH COMPLETED APPLICATION**

*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:** \_\_\_\_\_

<b>NAME: (Please Print clearly)</b>	<b>DATE:</b>	<b>HOURS WORKED:</b>	<b>INITIALS:</b>