



Kevin A. Elak, MPH, REHS/RS  
Director of Health

## City of Middletown

Department of Health  
245 deKoven Drive  
Middletown, CT 06457  
TEL: (860) 638-4960 FAX: (860) 638-1960  
TDDL: (860) 344-3521

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Cash: \_\_\_\_\_

Check # \_\_\_\_\_

### **TEMPORARY EVENT APPLICATION**

**A fee of \$75 is for a permit for 14 consecutive days. Application must be submitted at least 2 weeks prior to the event date.**

**Name of Food Establishment:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

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

**Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**Name of Event Organizer:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

#### **Additional Requirements**

- Last inspection report and current license (*if license by another city or town other than the City of Middletown*).
- Food Manager Certificate
- A copy of a current menu
- A drawing showing the layout of your food booth (*space provided on the 3<sup>rd</sup> page*)

#### **Please answer all the following completely**

1. List all foods, including condiments and beverages that will be served at the event.  
\_\_\_\_\_  
\_\_\_\_\_
2. What is the source(s) of all foods served for this event (*i.e. Restaurant Depot, Sam's Clubs etc.*)? Include name and address of facility.  
\_\_\_\_\_  
\_\_\_\_\_
3. Where will foods be prepared?  
 Onsite       At a licensed facility (*provide name, current permit and latest inspection report*)

4. If food is prepared onsite, will there be a sink designated for food preparation? (*indicate on booth layout*)

Yes  No

5. List all foods prepared in advance of service at licensed commercial commissary.

---

---

6. How will foods be kept cold (below 41°F)?

During transport: \_\_\_\_\_ Onsite of the event: \_\_\_\_\_

7. How will foods be kept hot (above 135°F)?

During transport: \_\_\_\_\_ Onsite of the event: \_\_\_\_\_

8. What will be the source of water for prepping, cooking, handwashing and ware washing?

Public Water  Private Well (*Provide a copy of the latest water analysis*)  Commercially Bottled Water

9. How will condiments and single service items (cups, plates, utensils etc.) be dispensed?

---

---

10. Where will excess foods, dry goods, single service items and chemicals be stored?

---

---

11. How will food items be protected for public exposure (coughing, sneezing, touching etc.)?

---

---

12. Will there be a sink designated for handwashing? (*indicate on booth layout*)

Yes  No

13. Describe how multiuse utensils, cutting boards and other food contact surfaces be washed, rinsed and sanitized.

---

---

14. What type of sanitizer will be used?

Quaternary Ammonia  Chlorine  Other (Please specify): \_\_\_\_\_

15. Describe what will be done with leftovers.

---

---

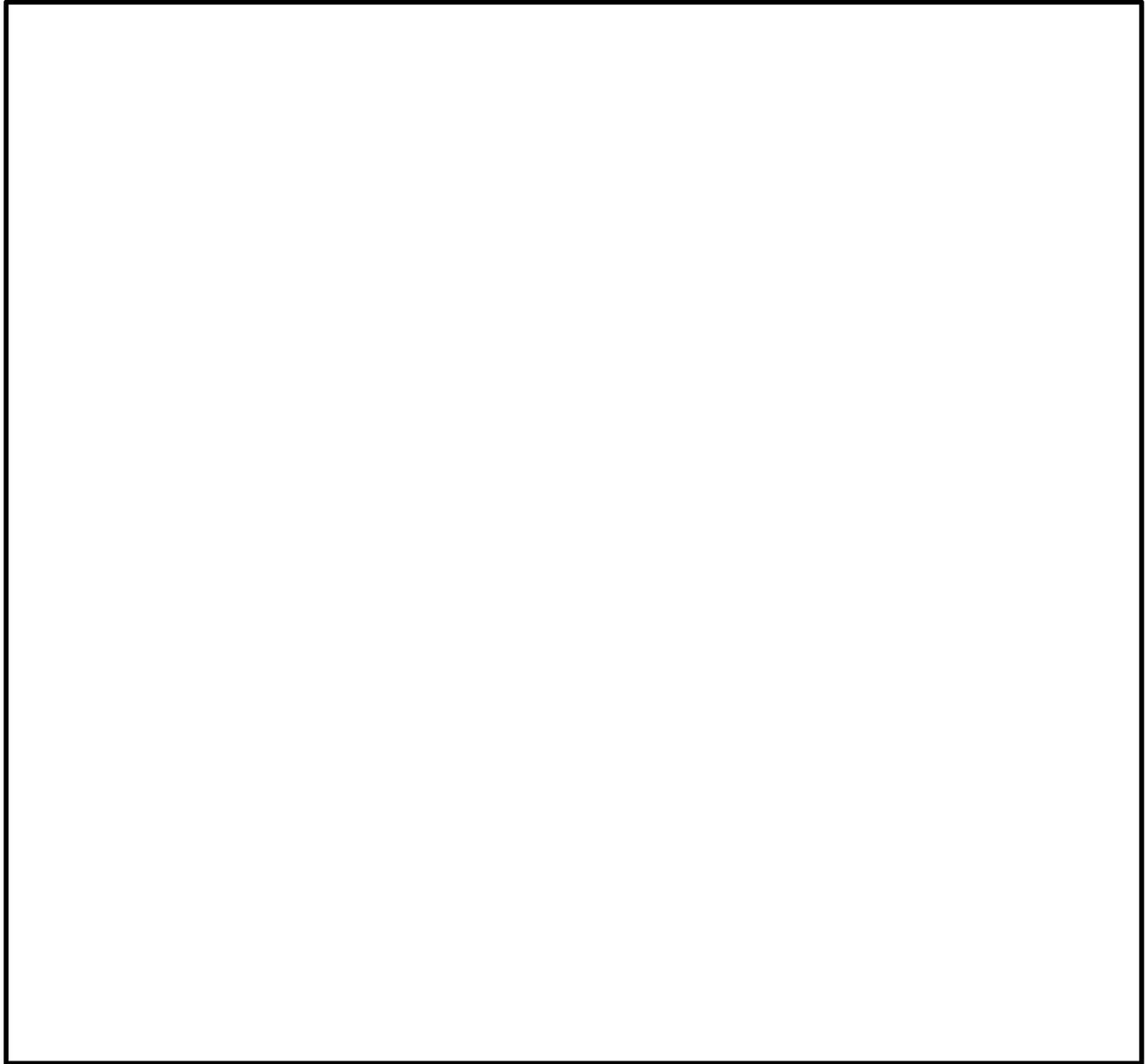
16. What method of garbage disposal will be used?

---

---

**SUBMIT A DRAWING OF THE LAYOUT OF YOUR FOOD BOOTH**

Label all equipment including grills, stoves, refrigerators, coolers, steam tables, tables, hand wash stations, garbage cans, food storage area, cleaning product storage etc.

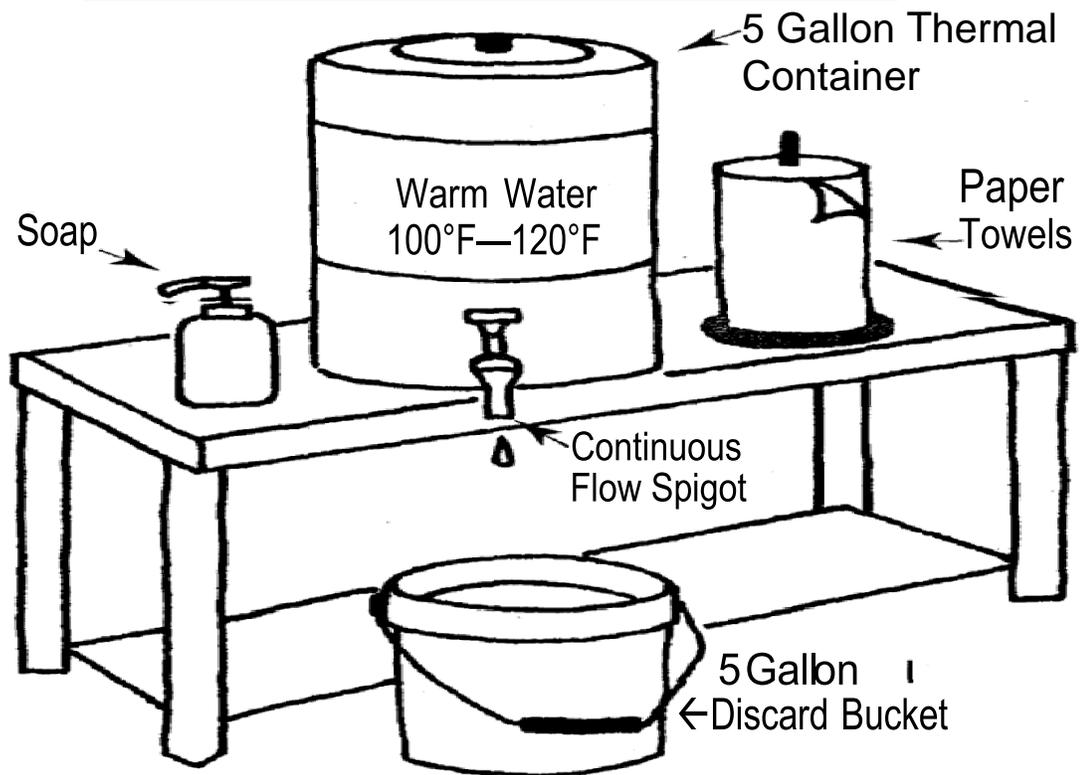


*By signing below, you attest that the information you provided above is true and accurate to the best of your knowledge. All licenses issued by the Middletown Health Department are non-transferrable and revocable at any time.*

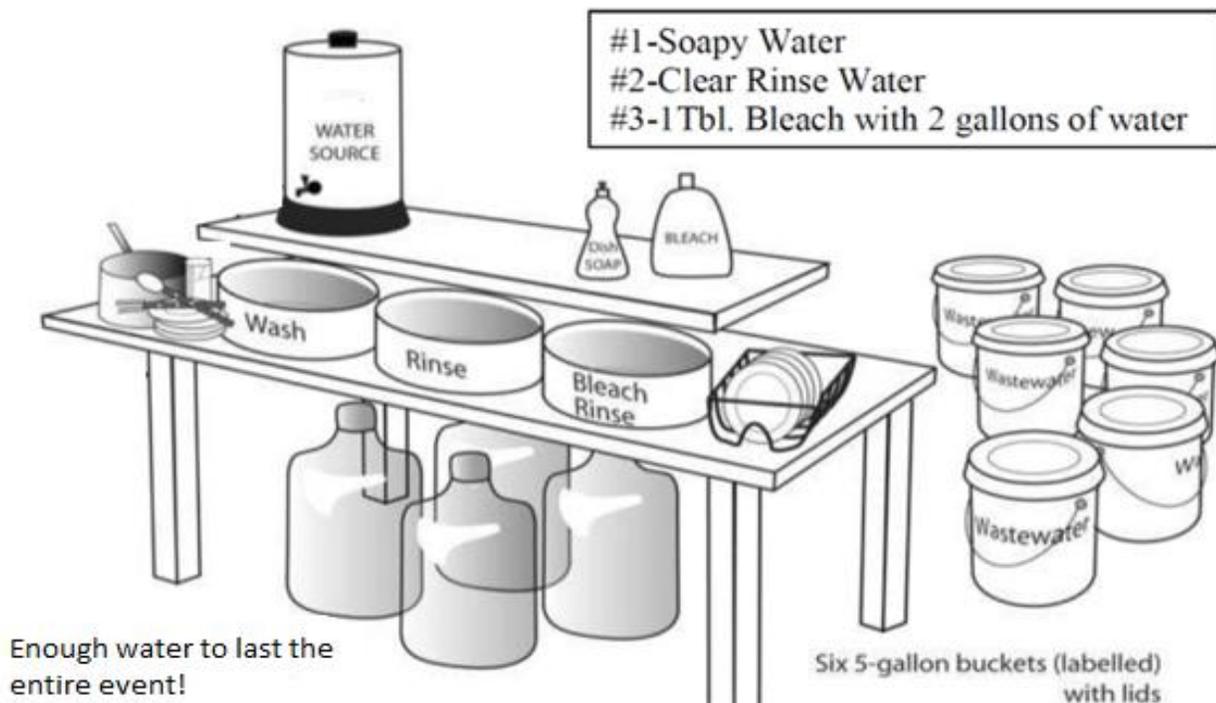
**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  **Approved**  **Denied**

**EXAMPLE OF TEMPORARY HAND WASHING SET UP**



**EXAMPLE OF WARE WASHING SET UP**



## **REQUIREMENTS FOR TEMPORARY/SPECIAL EVENT FOOD CONCESSIONS**

### ➤ **PROPER FOOD STORAGE AND TEMPERATURE REQUIREMENTS**

- Cold foods must be kept at 41°F or below.
- Hot foods must be kept at 135°F or above.
- If reheating foods, heat to at least 165°F within 2 hours

Foods must be protected at all times with proper covering and refrigeration as needed. Coolers are acceptable as long as products are sufficiently cold. Make sure there are thermometers in all coolers and refrigerators. Food containers must be stored off the ground.

### ➤ **THERMOMETERS**

A probe thermometer capable of reading temperature ranges from 0°F to 220°F is required. Alcohol wipes must be used to sanitize the stem of the thermometer in between each use.

### ➤ **MINIMUM COOKING TEMPERATURES**

- Hamburgers, ground beef: 158° F
- Chicken, Poultry: 165° F
- Pork: 145° F
- Fish: 145° F
- Eggs: 145°F

### ➤ **FOOD PREPARATION AREA**

- Tent, large umbrellas, or any type of overhead shelter to be provided
- Only persons involved in food preparation and serving shall be permitted in this area (including kitchen facilities, if used).
- Smoking is not allowed in food preparation area, including kitchen facilities, if used.
- A sanitizing solution is required (in a bucket or spray bottle).

### ➤ **GRILLS/COOKING EQUIPMENT**

Grills or other types of cooking equipment should be placed so as to afford maximum protection to the public against injury. Young persons are not permitted to use these elements. Consult with the Middletown fire marshal for further instructions and precautionary measures prior to your event.

### ➤ **DISPOSABLE AND OTHER SINGLE SERVICE ITEMS**

Disposable paper or plastic plates and utensils should be used whenever possible and squeeze type condiments (ketchup, mustard, etc.) are encouraged as, well as packaged sugar dispensers.

➤ EQUIPMENT AND UTENSILS

- Utensils must be Cleaned and Sanitized at least every 4 hours.
- Bring extra utensils (spatulas, knives, tongs, cutting boards, etc.) if not Cleaning and Sanitizing on-site.
- If cleaning and sanitizing on-site, you must have facilities for 1) warm soapy water 2) clean rinse water and 3) Sanitizing solution – Immerse utensils for at least 1 minute and air dry.
- You can make a basic sanitizing solution by mixing 1 teaspoon of household bleach (unscented) per 1 gallon of water.

➤ HANDWASHING FACILITIES

- Insulated cooler with spigot, filled with warm water
- Waste water container
- Liquid Soap
- Paper towels

➤ PERSONAL HYGIENE

- Long hair must be tied back, or wear a hat
- NO artificial or painted nails if preparing foods
- Keep Bandages covered with a disposable glove
- Maintain clean clothing and apron
- DO NOT WORK if you have (or recently had) symptoms of Nausea, Vomiting, Diarrhea, or Fever within the last 72 hours

➤ FOODS FROM APPROVED SOURCE

- All foods must come from a source such as a food distributor, grocery store, wholesale food store, or a licensed commercial kitchen.
- Foods not prepared on-site must be prepared in a licensed facility; no home prepared or home canned foods.
- Water must come from either a public water supply or a potable private well. You must submit a recent lab analysis for water that comes from a private well.
- Ice must be purchased commercially or made from a potable water source

➤ FOOD PROTECTION

- All food shall be protected from customer handling, coughing, sneezing, or other contamination by wrapping, the use of sneeze guards, or other effective barriers. Open or uncovered containers of food shall not be allowed except when those containers are being used for active food preparation activities by foodservice personnel
- Avoid bare hand contact with ready-to-eat foods (e.g. sandwiches, cooked foods, cookies, breads, etc.) Use a barrier, such as disposable gloves, tongs, spatula, or deli tissue
- Disposable gloves made of natural latex are strictly prohibited