



Health Department Requirements

All caterers who are planning on providing their services at the Waveny House or Carriage Barn will need to complete the following documents and submit them to the New Canaan Health Department for review **no later than 2 weeks prior** to the scheduled event. Failure to get these documents to the health department on time will incur an additional \$50 late fee and may result in cancellation of your event. Completed applications may be emailed (Carla.deLucia@newcanaanct.gov) or faxed (203-594-3125) or dropped off in person.

- Completed Temporary Food Event Application
- Copy of Qualified Food Operator license
- Copy of Driver's License.
- Copy of Caterers License, Commercial kitchen license.
- Copy of Menu.
- \$75 Fee. Check made out to the Town of New Canaan.



Town of New Canaan

Department of Health

77 Main Street, New Canaan, CT 06840

Phone: (203) 594 – 3035 Fax: (203) 594 – 3125

www.newcanaan.info/health_dept_main.html

Temporary Food Permit Application

Applicant Name (Please type or print clearly) Applicant phone # Cell #

Applicant Mailing Address Email Address

Person in Charge of Booth Organization/Business Name

Event Name Event Location

Event Coordinator Coordinator phone # Cell #

Event Date Event Hours

#	Food/Beverage Items	Where Purchased	Off-site Prep**	Hot Holding?	Cold Holding?

**If off-site preparation is selected, you must use an approved (permitted) kitchen facility. Home prepared food CANNOT BE SERVED at events open to the public.

Name of Permitted Kitchen Address of Kitchen Phone #