Health Department Requirements
For Temporary Events

All caterers who are planning on providing their services 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 which must include all items on the list below may be dropped off (77 Main Street – lower level), or emailed (chris.wegrzyn@newcanaanct.gov or debra.katz@newcanaanct.gov).

- Completed temporary food event application.
- Copy of qualified food operator license with matching photo id.
- Commercial kitchen license.
- Copy of menu.
- $75 fee, check made out to Town of New Canaan.
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

<table>
<thead>
<tr>
<th>#</th>
<th>Food/Beverage Items</th>
<th>Where Purchased</th>
<th>Off-site Prep**</th>
<th>Hot Holding?</th>
<th>Cold Holding?</th>
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**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 #

Rev 08192014
Food Flow

The reviewing inspector and applicant will discuss the preparation of all menu items. Details will be listed on this page, and additional pages as needed.

Food Preparation Site: (All food must be prepared on-site.)

How to make a hand wash station:
1. Insulated container with at least 5 gallons of warm water.
2. Pump soap.
4. Catch bucket.
5. Garbage Can.

Wash & Assemble: All produce must be washed in clear running water.

Approved Source: All foods must come from a commercial source (grocery store) and MAY NOT be stored at home. Water and ice must also be from an approved source — water must be from city supply and ice must be store-bought.

Thaw: 3 approved methods —
1. In refrigerator.
2. Under cold, running water.
3. During cooking process (only for small amounts).

Cold Holding:
Must maintain PHF at 45°F or colder.
1. In refrigerator.
2. In container pushed down into ice (make sure the ice is up to the top level of the food).

Cook to appropriate temperatures:
140°F — Hot dogs, canned foods, cooled vegetables.
145°F — Fish, shellfish, lamb, beef.
155°F — Hamburger, raw sausage.
160°F — Chicken, poultry.
All cooled foods will be discarded at the end of the day. Cooling is NOT APPROVED at temporary events.

Hot Holding:
Equipment must maintain food temperature at 140°F or higher.

Condiments: Condiments and straws must be individually wrapped or protected from contamination — covered with a lid or handled only by food booth staff.

Service: Foods that are ready to be served are considered ready-to-eat (RTE). RTE foods must not be handled with bare hands.

Appropriate barrier:
1. Gloves (change often — when dirty, ripped, charging tasks. Wash hands between glove changes.)
2. Utensils (keep clean: In-use utensils should be stored in the product — the handle must always stay out of the product.) Ice scoops must be stored outside of the ice bin on a clean, dry surface or in a clean container.

Applicant Signature:
Date:
I certify by signature that I am the owner of the establishment or his/her designee. I further certify that I grant permission to allow the Health Sanitizer and/or his/her representative to enter said establishment at their discretion for the purposes of application, evaluation, pre-operational inspection, and routine inspection or any subsequent inspections or investigations.

Reviewed by: ___________________________ Date: ___________________________ Approved: ______ Rejected: ______ Approved restrictions: ______

Rev 08/19/2014
Booth description
Walls and ceiling must be made of wood, canvas, or other material that protects the interior of the booth from dirt and weather. Foods cannot be prepared, cooked, or displayed on the front counter unless they are protected from contamination. Flooring must minimize dust and mud. Booth must be large enough to accommodate all activity and food storage.
Describe the following about your booth (check those that apply):

1. Floor: _____________________________________________________________
2. Walls: ____________________________________________________________
3. Ceiling: ___________________________________________________________
4. Hand washing facilities (in the booth): Plumbay sink, Temporary Hand wash *Minimum you must provide 6 gallons warm water in an insulated container with a spigot, a bucket of waste water, pump-type liquid soap, and paper towels.
5. Dish washing facilities: 3-compartment sink, 3-wash basins
6. Water source: Is the event providing water for you? Yes No
   Municipal, Other
7. Wastewater disposal: Sewer, Holding tank (size) Other, Other
8. Garbage disposal: Municipal, Other
   a. Power needs: Have you confirmed availability of power at this event? Yes No
      Electricity, Generator, Propane

A sketch of your floor plan is required (note food prep, cooking, cleaning and hand washing needs):

Food preparation at home (or other unapproved facility) is not allowed.

Temperature Control
All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced meats, cooked starches) must be stored at temperatures out of the Danger Zone (45°F -140°F). A calibrated thermometer is required to monitor temperatures often.

1. Will you use a clean calibrated thermometer during the temporary event? Yes No r/a
2. Do you know how to calibrate your thermometer? Yes No r/a

IN BOXES BELOW: Check all temperature control methods you will use to keep potentially hazardous foods either below 45°F or above 140°F. Note how many units (and source of power, e = electricity, g = generator, p = propane) you will plan to use on the line following the equipment name.

<table>
<thead>
<tr>
<th>Cold Holding</th>
<th>Cooking</th>
<th>Hot Holding</th>
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<tbody>
<tr>
<td>Refrigerator</td>
<td>Oven</td>
<td>Oven</td>
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<tr>
<td>Refrigerated truck</td>
<td>Barbecue</td>
<td>Stove</td>
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<tr>
<td>Freezer</td>
<td>Wok</td>
<td>Barbeque</td>
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<tr>
<td>Ice Chest</td>
<td>Fryer</td>
<td>Gas Grill</td>
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<tr>
<td>Drained Ice</td>
<td>Roaster Oven</td>
<td>Steam Table</td>
</tr>
<tr>
<td>Other</td>
<td>Stove</td>
<td>Roaster Oven</td>
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</tbody>
</table>
|              | Gas Grill | Chafing dish*
|              | Other   | Other       |

* canned heat will only be permitted for indoor events less than 3 hours.
Read and circle YES, NO, or N/A:

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<tr>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
<td><strong>N/A</strong></td>
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<tr>
<td>1. You will enforce an <em>Illness and Hand Washing Policy</em> in your booth. You will provide a hand washing facility (with clean, warm, running water; pump soap and paper towels) that will be available before food preparation begins and will remain operable at all times that workers are in the booth. <strong>FAILURE TO COMPLY WITH RESULT IN CLOSURE.</strong></td>
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<td>2. You will provide sanitizer for wiping cloths or spray containers in your booth. All food-contact surfaces will be sanitized prior to, and during, food preparation. Solution consists of 1 teaspoon bleach in a gallon of water (or other approved sanitizer).</td>
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<td>3. You will store potentially hazardous food (PHF) out of the danger zone (45°F - 140°F) and will monitor the temperature of PHF with an accurate thermometer.</td>
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<td>4. You will keep raw meats and their juices away from all other foods.</td>
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<td>5. You will provide water, ice and food from approved sources. Home storage is not allowed. All wastewater will be disposed of in a sanitary sewer (not storm drains).</td>
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<td>6. You will make sure your employees have accessible restrooms (within 200 feet of your booth). Restrooms must have sinks with warm, running water. All employees must wash their hands after using the restroom.</td>
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<td>7. You will provide an adequate number of utensils for a 3 basin dishwashing facility. All utensils will be washed in hot, soapy water (basin 1), rinsed in clean, warm water (basin 2), sanitized (basin 3) and air dried before use.</td>
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<td>8. You will store all food, ice and single-serve utensils, napkins, etc off the ground. You will only use food-grade containers for food storage and transport.</td>
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<td>9. You will use approved barriers including utensils, paper wraps and gloves (which must be changed when contaminated, ripped or after changing tasks) to prevent Bare Hand Contact with all Ready-to-Eat Foods.</td>
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<td>10. You will educate your employees on the guidelines on this application.</td>
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After receiving your application, an inspector will review your plan with you. Your menu may be restricted in order to be approved. Once the application is approved, NO changes may be made without approval from this department.

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**Signature of applicant** *(signing indicated acceptance of the guidelines stated on this application)*

**Date**

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