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 DIRECTOR OF HEALTH
 DARIEN HEALTH DEPARTMENT
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TEMPORARY EVENT FOOD SERVICE PERMIT APPLICATION PACKET

A food service permit is required for all vendors serving food and beverages to the public on a temporary basis. The temporary even fee for a food service booth at a Temporary Event (including at a Farmer's Market) is \$175. The completed permit application must be returned to the event coordinator no less than 2 weeks prior to the event. Use the temporary food service events guide for reference.

FAILURE TO SUBMIT A COMPLETED APPLICATION 2 WEEKS PRIOR MAY RESULT IN EXCLUSION FROM THE EVENT

Name of Event: _____ Dates: _____

Event Location: : _____

Business / Organization Providing Food: _____

Event time : _____ Number of Booths: _____

Applicants Name: _____

Daytime Phone: _____ Email: _____

Non-Profit: Yes No (non-profits must submit a copy of the 501(c) 3 form as part of the application)

Contact person at Event (CFPM): _____

Daytime Phone: _____ Email: _____

List of Primary Food Handlers at Event:

NAME	PHONE

Set Up Date: _____ Set Up Time: _____

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A pre-opening inspection of the establishment with equipment in place and operational may be performed to determine compliance with the application as submitted.

1. List all food and beverage items to be prepared and served, including condiments. Attach a separate sheet if necessary. NOTE: any changes to the menu must be submitted and approved by the Darien Health Department.

2. Will all foods be prepared at the site? Yes No fill out below
Food will be prepared at _____ which is an approved food service and preparation facility permitted in the city/town of: _____

If food is to be prepared outside Darien, attach a current copy of the permit/license for the facility where the food will be prepared.

3. Describe method used to maintain the proper temperatures of food during transportation:
Cold holding will be maintained by: _____
Hot holding will be maintained by: _____

4. List type of equipment that will be used to prepare food on site (cooking, hot holding, reheating and cooling if necessary):

5. List the sources for each meat, poultry, seafood, shellfish and ice.

6. Describe the number, location and setup of hand-washing facilities to be used by food handlers.

7. Describe where utensil washing will take place. If no facilities are available on site, how many extra utensils will you bring how will they be stored?

8. Describe how and where wastewater from hand-washing and utensil washing will be collected, stored and disposed. (Improper disposal is not permitted i.e. Storm drains, open water courses, or on the ground).

9. How will any liquid and solid waste be disposed of?

Complete Application Checklist:

- Proposed layout of temporary food establishment (see list of requirements below)
- A copy of the current food service permit from the permitting health department
- Copy of the last routine inspection
- Certified Food Protection Manager Certificate (CFPM)
- Commissary kitchen information and Cottage Food License (if applicable)

Drawings of proposed temporary food establishment layout:

- Include the type of overhead covering, source of electricity i.e. generator. Please contact the Fire Marshall and Building Department for tent guidance.
- Identify and label all equipment including cooking, cold holding and reheating equipment.
- Hand-washing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers and customer service areas.

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Darien Health Department may nullify final approval.

Signature: _____ Date: _____

Office Use Only:

Application reviewed by: _____ Date: _____

Application Approved: Yes No

Comments: _____
