



# TOWN OF RIDGEFIELD

## Health Department

### **TEMPORARY FOOD SERVICE APPLICATION INFORMATION**

This application and all applicable information for each food service vendor must be submitted no later than two weeks (10 business days) prior to the event.

The Ridgefield Health Department wants public events sponsored by all organizations to be successful and safe. To that end, event organizers who are including food service as part of their event are required to register the event with the Ridgefield Health Department.

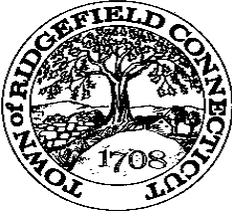
A "Temporary Food Service Event" is defined as a food service establishment that operates at a fixed location for a temporary period of time, including one-day events and not to exceed 14 consecutive days. Temporary Food Service includes, but is not limited to, the following: fairs, carnivals, public exhibitions, festivals, religious institution events and school functions. Each operation (booth) servicing food at a temporary event must obtain a Temporary Food Service License from the Ridgefield Health Department (non-potentially hazardous foods sold during non-profit fundraising drives and church bake sales are exempt from these requirements).

It is incumbent on each sponsoring organization to ensure that those involved in food service have adequate knowledge and take appropriate precautions to ensure that the consuming public is safe from foodborne illness.

There is a \$50 application fee due at the time your application is submitted (non-profit organizations are exempt from the fee). The Health Department is confident that if volunteers adhere to the proper procedures, your event will meet the requirements of the Connecticut Public Health code. The order of events in obtaining a Temporary Food License is as follows:

1. Create your online application and upload documents (This application, QFO and menu). The \$50 application fee can be paid via credit card/paypal online, or by check (payable to "Town of Ridgefield") or cash at the Annex. Hours are 8am-4pm, Monday thru Friday.
2. After reviewing your application, we may contact you. Depending on the nature of your event, we may want to discuss details with you or provide you with further information.
3. We may inspect the food service operation at your event to ensure that food safety procedures are being followed.
4. After the event, be sure to keep the completed Log Book record for 90 days. This requirement is important because in the rare event of illness as a suspected result of food served at your event, we will need to conduct a "Food Service Outbreak Investigation." The Log Book record will allow us to determine if workers may have been exposed to some foodborne disease. As a practical matter most groups save their information from year to year which they use as a guide for the following year.

The Ridgefield Health Department will be happy to consult with you to help ensure the safety and success of your event.



**TOWN OF RIDGEFIELD**  
Health Department

PERMIT # \_\_\_\_\_  
PER \_\_\_\_\_ DATE \_\_\_\_\_

**FEE: \$50.00 (Nonprofit is exempt)**

**TEMPORARY FOOD SERVICE APPLICATION**

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

Event Address \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_  
(Start & End Dates)

Vendor Participating: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Person(s) in Charge \_\_\_\_\_  
NAME ADDRESS PHONE #

Food Service Menu (or attach literature): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A. Temperature Control of Food**

How will hot foods be kept hot (140°)? \_\_\_\_\_

\_\_\_\_\_

How will cold foods be kept cold (45° or below)? \_\_\_\_\_

\_\_\_\_\_

How will frozen foods be thawed? \_\_\_\_\_

\_\_\_\_\_

Will each food station have a probe thermometer? \_\_\_\_\_ Yes \_\_\_\_\_ No

How will thermometers be sanitized? \_\_\_\_\_

**B. Personal Hygiene**

Describe hand wash facilities. \_\_\_\_\_

\_\_\_\_\_

Describe bathroom facilities. \_\_\_\_\_

\_\_\_\_\_

Describe source of potable water. \_\_\_\_\_

\_\_\_\_\_

Describe how potable water will be stored (if applicable). \_\_\_\_\_

\_\_\_\_\_

**C. Food Handling**

Describe utensils to be used. \_\_\_\_\_

\_\_\_\_\_

Will disposable gloves or deli papers be used? Gloves \_\_\_\_\_ Deli Papers \_\_\_\_\_

**D. Log Book Record (Names/addresses, phone numbers of food handlers)**

Who will be in charge of log book? \_\_\_\_\_

Where will log book be stored? \_\_\_\_\_

**E. Cleaning/Sanitizing/Dishwashing (This is for utensils only. Food must be served on disposables.)**

Describe utensil washing facilities and procedures. \_\_\_\_\_

\_\_\_\_\_

Indicate what will be used as sanitizing agent. \_\_\_\_\_

\_\_\_\_\_

How will clean utensils be stored? \_\_\_\_\_

\_\_\_\_\_

**F. Food Source**

Indicate where each food item on menu will be purchased. \_\_\_\_\_

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Describe what will be done with leftovers. \_\_\_\_\_

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**G. Food Booth (If Applicable)**

Describe booth – Indicate how food will be protected from insects, dust, rain, etc.

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Will sneeze guard be used? Describe \_\_\_\_\_

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Where will food containers be positioned in booth? \_\_\_\_\_

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Where will single service items be stored in booth? \_\_\_\_\_

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**H. Toxic Items**

How will cleaning and sanitizing supplies be stored? \_\_\_\_\_

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**I. Transportation of Food to Event**

Describe how and when \_\_\_\_\_

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**J. Toilet Facilities**

Indicate where located and quantity of facilities. \_\_\_\_\_

\_\_\_\_\_

**K. Sewage Disposal**

Describe how wastewater will be disposed. \_\_\_\_\_

\_\_\_\_\_

**L. Garbage Disposal**

Describe garbage facilities for each food booth. \_\_\_\_\_

\_\_\_\_\_

Describe where garbage will be disposed at end of event. \_\_\_\_\_

\_\_\_\_\_

Where will grease be disposed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Phone Number (cell/home)

\_\_\_\_\_  
Email Address