



**Public Health**  
Prevent. Promote. Protect.

# PLAINVILLE-SOUTHINGTON REGIONAL HEALTH DISTRICT

*Serving the communities of Middlefield, Plainville and Southington*

*Main Office*

*196 North Main St.*

*Southington, CT 06489*

*860-276-6275 PSHD.ORG*

*Susan B. Lonczak, M.P.H., R.S., Director of Health*

## **APPLICATION FOR TEMPORARY EVENT FOOD BOOTH**

All vendors serving food and beverages to the public on a temporary basis are required to have a food service permit. Temporary permits are valid for a maximum of 14 days. Please submitted application and payment **2 weeks prior** to the event. There will be no refunds or credits issued.

**Applications received within 2 weeks of the event will be assessed a late fee of \$50**

***Applications will not be reviewed without payment.***

1-3 days -- \$85

4-14 days -- \$125

Non-Profit -- \$10

Existing PSHD Food Service License -- \$50

Tax ID# \_\_\_\_\_

Pre-packaged food sales- Sampling only -- \$25

Event \_\_\_\_\_

Event Organizer \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time \_\_\_\_\_ Rain Date \_\_\_\_\_

Location of Event \_\_\_\_\_

Name of Food Booth \_\_\_\_\_

Contact Person \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

***\*\* If licensed by another city/town, please attach copy of last food inspection report and current license.***

**Please answer completely. A detailed application assists PSHD with the review process.**

1. List all foods and beverages that will be served at the event. (including condiments)

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

2. When and where will food be purchased? \_\_\_\_\_

\_\_\_\_\_

3. What time will the food be delivered and how will it be transported? \_\_\_\_\_

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

Temporary Event Food Booth Application

4. Indicate how foods will be prepared (check all that apply)

- Prepared at licensed facility (list facility)\_\_\_\_\_
- Prepared at the event\_\_\_\_\_

5. List where food will be stored prior to the event\_\_\_\_\_

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

- During transportation\_\_\_\_\_
- At the event site\_\_\_\_\_

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

- During transportation\_\_\_\_\_
- At the event site\_\_\_\_\_

8. How will handwashing stations be provided?\_\_\_\_\_

9. Location of food service worker toilet facility\_\_\_\_\_

10. Describe how utensils, cutting boards, etc. will be sanitized\_\_\_\_\_

11. Type of sanitizer \_\_\_\_\_ Test Strips  Yes  No

12. What will be done with leftovers? \_\_\_\_\_

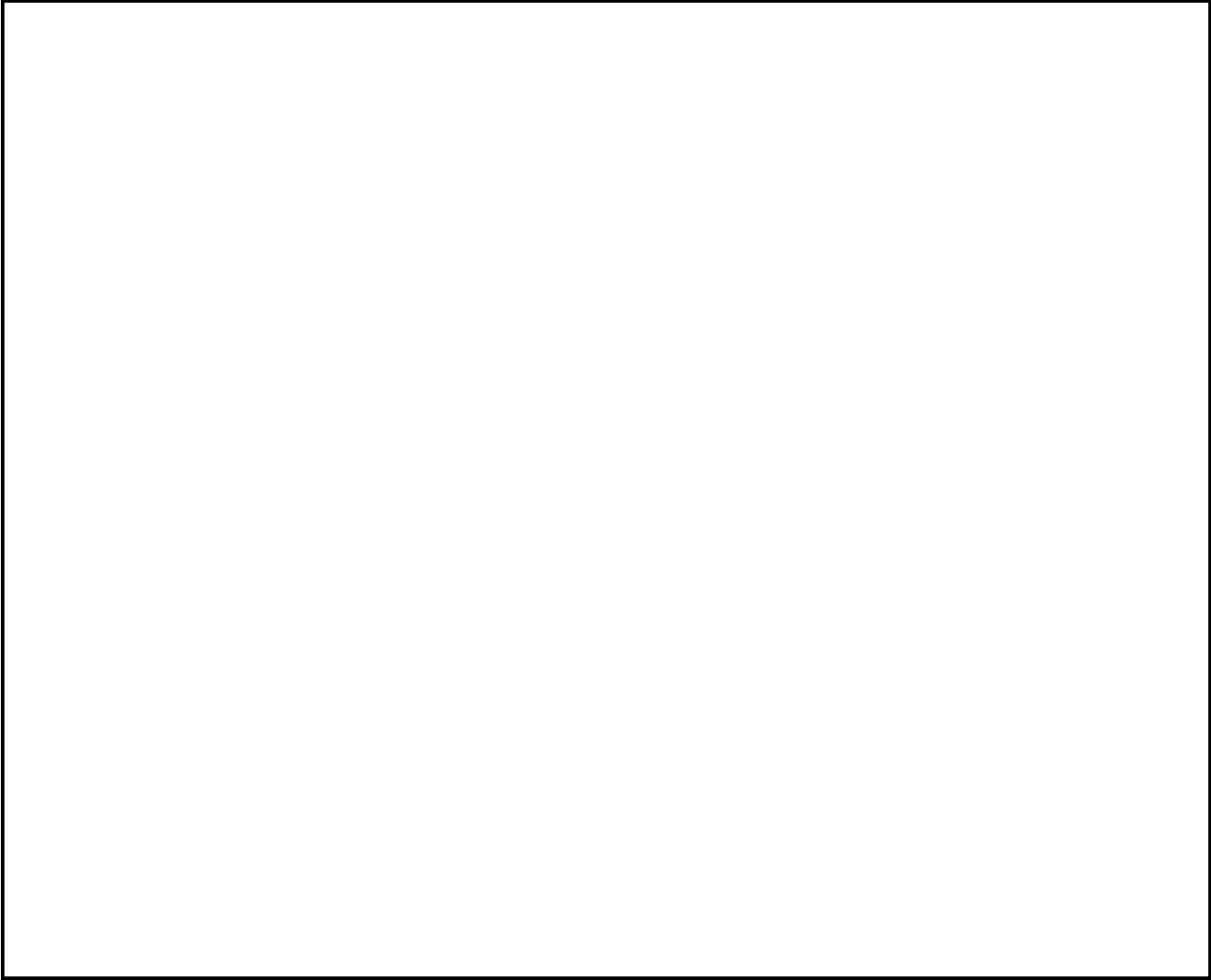
13. Will there be a probe thermometer to take internal temperatures of food products?  Yes  No

14. Water supply (used for cooking and hand washing)  Public Water  Private Well

15. How will food items be protected from public exposure (sneezing, coughing, touching, etc.) and outdoor elements\_\_\_\_\_

**DRAW A LAYOUT OF YOUR FOOD BOOTH**

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



-----PSHD USE ONLY-----

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Not Approved  
Comments: \_\_\_\_\_

\_\_\_\_\_  
Date form received/fee paid \_\_\_\_\_ \$ \_\_\_\_\_  Cash  Check# \_\_\_\_\_