



CITY OF HARTFORD

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Environmental Health Division
131 Coventry Street
Hartford, Connecticut 06112
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www.hartford.gov



PEDRO E. SEGARRA
Mayor

RAUL PINO
Director

VENDOR TEMPORARY FOOD LICENSE APPLICATION

The **VENDOR** of each temporary food event must complete this application with remittance of \$75.00 (non profit events \$ 25) by **CERTIFIED CHECK, MONEY ORDER or CREDIT CARD (no cash or personal checks)** payable to the City of Hartford and must be filed (15) days prior to the opening event*. This application and \$75.00(non profit \$25) must be submitted to the Department of Health and Human Services, Environmental Health Division, 131 Coventry Street, Hartford, CT 06112.

***In addition applications received between 5-15 days prior to the event will be charged \$125. Applications received less than 5 days prior to the day of the event will be levied \$150. This applies to all applicants including Not-For-Profit Organizations.**

***This application is not a license.** Temporary food permits will not exceed a period of 1 to 5 days.

Name of Event _____ **Application Date** _____

Date of Event _____ **Time of Event** _____

Location of Event _____ **Building Name & Room#** _____

Event Coordinator Name (full business name) _____

Name of Event Coordinator Contact Person (First) _____ (Last) _____

Phone # (work) _____ **(cell)** _____

E-Mail Address _____

Name of Applicant (Food Vendor): First name _____ Last name _____

Applicant Business Name _____

Licensed Food Establishment* _____ **Non Profit Org. (yes**)** _____

*If yes, submit copy of current food license not issued by the Hartford Health Department

**If yes, submit copy of state non profit certification with the application.

Applicant's Address _____

Applicant's E-Mail Address _____

Applicant's Phone # (work & home) _____ **(cell)** _____

QFO Certification (if applicable) _____

Person in charge on event premises (if different from applicant): _____ **Cell** _____

Set up time _____ **Inspection time** _____



Note: Please provide the following information: All questions must be answered to determine if your food permit will be approved. (If any of the following does not apply to you mark it N/A)

- 1. Menu: Please list all food and beverage items to be prepared and served at temporary event (attach a separate sheet if necessary).**

PLEASE NOTE: Any changes to the menu must be submitted to the Environmental Health Division no later than 10 days prior to the event.

Hot Food: _____

Cold Food: _____

Beverages: _____

Other: _____

- 1. Will all foods be prepared at the Temporary Food Event site?**

_____ Yes

_____ No

- 2. Describe the food source and operation approach at the event:**

Note: There shall be no home cooking or home preparation of food offered at temporary food events. All foods must be obtained from a licensed and permitted retail or wholesale food distributor.

- a. Food Prepared or precooked at licensed kitchen or restaurant. Yes* _____
b. Precooked Food ordered/purchased or donated by food establishment or organization. Yes* _____
c. Food will be cooked on premises. Yes _____ Mobile Vendor Yes _____

- 4. If the answer is yes for question 3 a. or b.**

d. Name(s) of the Licensed kitchen or restaurant _____

e. Address of the Licensed kitchen or restaurant _____

f. Please submit a copy of the Food License of the licensed kitchen or restaurant with this application if issued outside of City of Hartford.

- 5. Describe how Potential Hazardous Food*(PHF) will be transported from licensed kitchen to event Safely within adequate temperature range (be specific):**

Thermo vehicles: _____

Cooler with Ice: _____

Thermo box: _____

Thermo bag: _____

Other (describe): _____

- 6. Identify cooking equipment and approach, choose as many as apply:**

Gas Grill (commercial only) _____ Chaco grill (Commercial only) _____

Steamer _____ Kettle (corn) _____

Conventional Oven _____ Stove _____

Stir fry wok _____ Rice maker _____

Deep Fryer _____ Gas cooker _____

Other (describe) _____

7. List all places (names & address) where the food source especially meats, poultry, seafood, *shellfish, and ice will be purchased. *shellfish tag must be kept with the original bag or container until it is empty then kept for 90 days.

Example: Hot dog, Chili Sauce commercial packaged, Precooked -----Restaurant Depot

8. **Hand washing facilities to be used by employees.**

- a. Commercial Electric Portable hand washing station _____
b. **Portable Hand washing station** set-up: yes _____, (**must include all items listed below**)
Thermo Water Tank with **Spigot** _____
Waste Water Bucket _____ Soap _____ Paper Towel _____

9. **How and where /Equipment/ utensil washing will take place.**

- a. Commercial ware washing facility on event premises _____
b. Portable three bay sink (commercial) _____
c. **Three containers of suitable size (adequate for the largest cooking ware or utensils)** _____
d. Will bring back to base of operation to wash (for events less than 4 hours only) _____.
e. Not applicable (if using single-use utensils or prepackaged food) _____.

10. **Waste Water and Grease Disposal: Describe how wastewater will be collected, stored and disposed.**

Note: no waste water and grease allowed disposal on ground or the storm drain.

Collected by event coordinator _____ Bring back to base of operation _____

11. **Garbage Containers: Describe the number and location of garbage containers.**

Numbers for food Prepare or dispensing set _____

Numbers for audients _____

12. **What heat source will be used to keep hot foods hot (140 degrees and above)?**

- a. Steamer _____ b. Chaffing Dish _____
c. Other (describe) _____ d. N/A (cold food only) _____

13. **Describe how cold foods will be kept cold (45 degrees and below).**

- a. Commercial cooler/freezer _____ b. Ice cooler _____
c. Ice Packs _____

14. **Describe how food temperatures are monitored and thermometers cleaned, and sanitized.**

- a. Probe Type Thermometer (0-220 degrees F range) _____
b. Cooler Thermometer _____
c. Alcohol Swap for sanitizing required _____

15. Food Protection equipment required:

- a. Tent required if food will be prepared, cooked and dispensed out side _____
- b. Food must be properly covered, _____ Sneeze Guard require for self serves PHF food items _____
- c. Adequate shelves required for storing food and food services item's containers off floor _____
- d. Gloves for ready-to eat food contact.

16. Personal Hygiene:

Effective hair restraints (hat, hair net) _____

Clean outfit, apron, t-shirt with sleeves _____

Are personnel with symptoms like fever, diarrhea, vomiting, coughing/sneezing, etc. or hand/finger wounds prohibited from handling food? Yes _____ No _____

17. List of employee/volunteer names, phone numbers, addresses, and shifts to be worked during the event.

<u>NAME OF EMPLOYEE</u>	<u>PHONE #</u>	<u>ADDRESS</u>	<u>SHIFT</u>
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

18. Use attachment #1 in this packet to sketch a drawing showing the event area and where your operation will be, and the layout of your equipment setting.

ATTACHMENT #1

Are you ready for the preoperational food inspection?

SELF CHECKLIST FOR FOOD VENDOR OPERATORS

(Keep the list on site with you)

- _____ Hand-washing station set up (water tank with spigot, soap, paper towel, and waste water bucket and garbage container)
- _____ Metal probe thermometer (0 – 220 degrees F range), alcohol swap
- _____ Thermometers for all refrigerators
- _____ Coolers and ice packs (if ice is to be used for cooling of foods, where is water to be drained)
- _____ Equipment for PHF hot holding and transport.
- _____ Plastic wrap/Aluminum foil, food grade plastic bags
- _____ Extra utensils: tongs, spatulas, spoons, and knives (stored in clean sealed bags)
- _____ Water and Ice from safety approved source
- _____ Buckets/tubs for washing, rinsing, sanitizing food equipment (size fixed the largest cook or storing equipment or containers)
- _____ Bleach for sanitizing, test strips for checking
- _____ Waste water disposal container with tied lid
- _____ Container(s) for grease collection
- _____ Clean wiping cloths and a sanitizing solution container to store them in
- _____ Garbage containers with plastic bags
- _____ Hats/hair restraints and clean wear, T-sheet with sleeves
- _____ Tables, crates, shelves adequate for all food or service item containers stored off floor
- _____ Gloves for food handling
- _____ Tent, Sneeze guard, food cover material for food protection
- _____ All potential Hazard food stored at proper temperature > 140°F or < 45°F
- _____ All cooking equipment, utensils must be cleaned and sanitized before inspection

A HANDWASHING STATION MUST INCLUDE: POTABLE HOT & COLD RUNNING WATER (OR WARM WATER); LIQUID SOAP IN A DISPENSER; PAPER TOWELS; CONTAINER FOR WASTE WATER. WATER CONTAINER MUST BE CLEAN AND HAVE A VALVE OR SPIGOT THAT REMAINS OPEN TO ALLOW FOR ADEQUATE HANDWASHING.

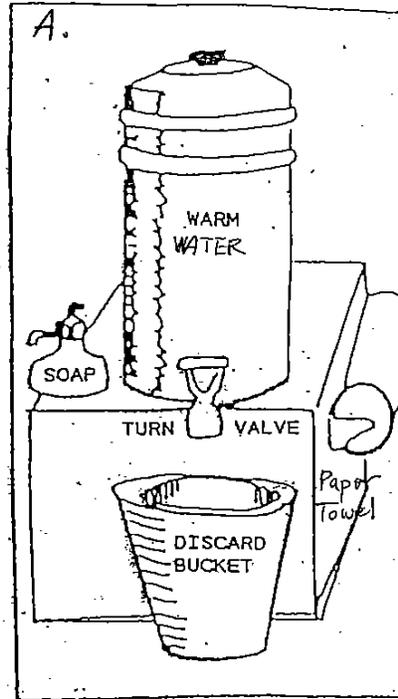
B. Temperature:

Cold Food keep $\leq 40^{\circ}\text{F}$
 Hot Food keep $\geq 140^{\circ}\text{F}$



Internal Cooking Temps	
165°F	reheats, poultry
155°F	ground meats pork
145°F	whole meats fish other PHFs

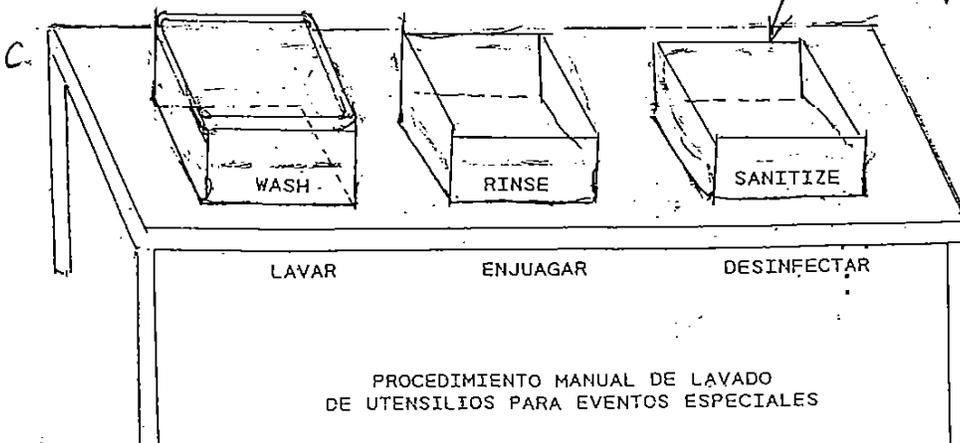
Thermometers provided.



C. MANUAL DISHWASHING PROCEDURE AT SPECIAL EVENTS

Chlorine Sanitizing Solution: $\frac{1}{2}$ table spoon Bleach in Per Gallon water.

Chlorine 100 P.P.M OR
 Quat 200 P.P.M



CREDIT/BANK CARD PAYMENT FORM

CARD TYPE: 



CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____ CHARGE AMOUNT \$ _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

NAME ON CARD: _____

AUTHORIZED SIGNATURE: _____

Payment description: