

Famers market (multi-day/no prep)	\$25.00
Temp. Event (profit) – single day (temperature control & food prep)	\$50.00 Multi Day \$100.00
Temp. Event (non profit) –single day (temperature control & food prep)	\$15.00 Multi Day \$30.00

**Madison Health Department**  
**8 Campus Drive Madison, CT 06443 (203) 245-5681**

**Temporary Food-Service Event Application**

**PLEASE TYPE OR PRINT LEGIBLY:**

By providing the following information, you will help us in identifying potential food preparation problems that might occur during your event. Please provide this information to the health department at least one week before the event.

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

Event location: \_\_\_\_\_

Name of Vendor (booth): \_\_\_\_\_

Name of Event Coordinator/Primary Food Handlers:

Name	Address	Phone
_____	_____	_____
_____	_____	_____

**EMAIL:** \_\_\_\_\_

Expected number of patrons: \_\_\_\_\_

Expected peak days/times: \_\_\_\_\_

**Description of Event**

Date/time of set-up: \_\_\_\_\_

List all menu items you plan to serve (use page 2 if necessary): \_\_\_\_\_

\_\_\_\_\_

List source of food supply: \_\_\_\_\_

Describe hot/cold holding provisions: (refrigeration) \_\_\_\_\_

\_\_\_\_\_

Describe cooking facilities: \_\_\_\_\_

Will electricity be provided? \_\_\_\_\_

Describe toilet facilities: \_\_\_\_\_

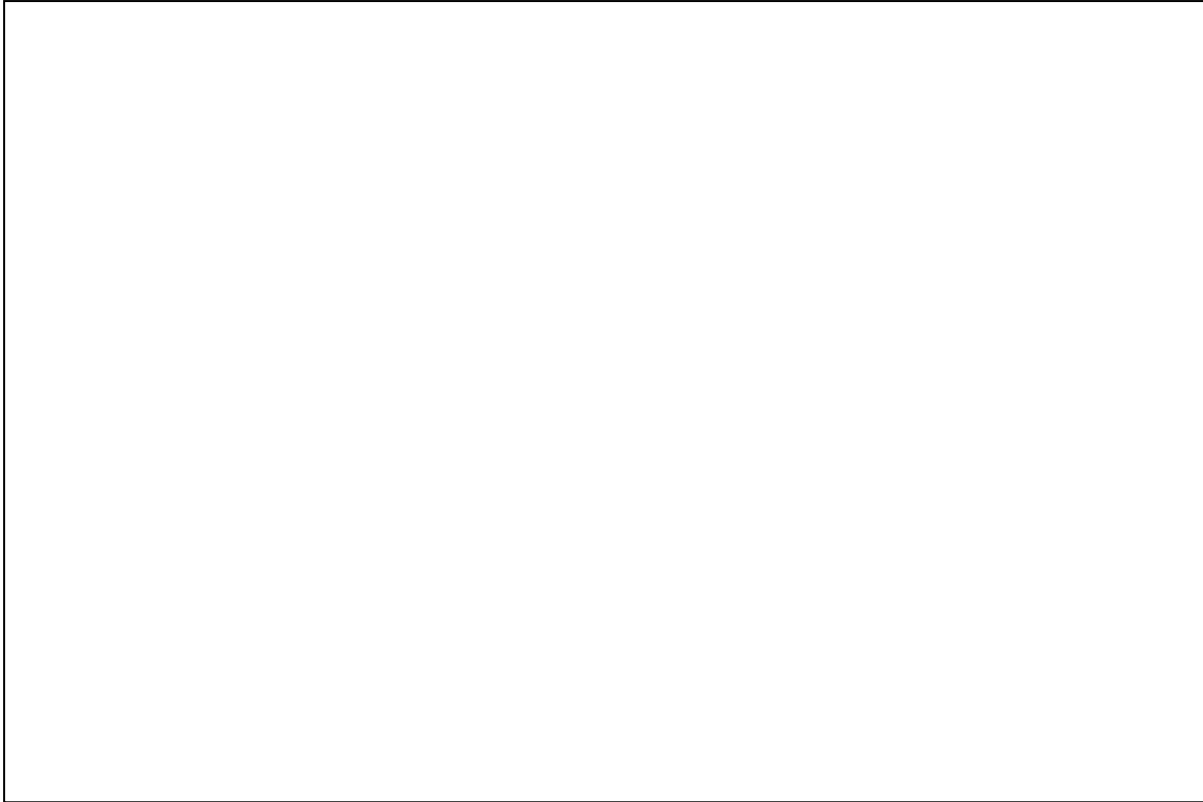
Describe potable water supply: \_\_\_\_\_

Describe wastewater disposal system: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Plan Data Sheet  
(one required for each food booth or kitchen site)

Food Booth sketch: Draw in the location and identify all equipment including hand washing facilities, dish washing facilities, ranges, refrigerator, hot and cold holding equipment, worktables, food/single service storage, grills, etc...



Additional Menu Items:

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## **GUIDELINES FOR FOOD SERVICE AT TEMPORARY EVENTS:**

The purpose of these guidelines is to minimize the risk of foodborne illness outbreaks at temporary food service facilities. By following these guidelines you can help ensure the safety of the foods served, and in turn, protect the health of your patrons.

Call in advance to register and explain details of the event. A preliminary inspection may be made before the booth is allowed to open.

### **MENU:**

All foods served must be from an approved source and prepared in an inspected commercial establishment.

**NO HOME COOKING OR PREPARATION ALLOWED.**

**NO HOME CANNED FOODS ALLOWED.**

**NO WILD GAME OR FIN FISH FROM NON-COMMERCIAL SOURCES ARE ALLOWED.**

**ALL MEATS AND POULTRY MUST BE USDA INSPECTED.**

**ONLY SHELLFISH FROM APPROVED SOURCES MAY BE SERVED. ALL TAGS MUST BE SAVED FOR 90 DAYS.**

The Sanitarian may restrict or modify the menu and/or preparation methods as deemed necessary to minimize the risk of foodborne illness.

### **PREPARATION:**

The easiest and safest method of preparing food for sale at a temporary facility is cooking to order. Example: pre-formed frozen hamburger patties that are cooked on a grill and served immediately. Keep in mind that the more steps involved between raw product and final service, the greater the potential for foodborne illness to occur.

On-site preparation should be minimal. Same-day preparation is safest. However, off-site preparation could take place the day before in an inspected facility that is equipped to handle the large volumes of food involved. Example: Shish kabob could be assembled on skewers, stored overnight, and transported under refrigeration the next morning. A large capacity full service restaurant with walk in refrigerators would be suitable as opposed to a small deli with two small refrigerators. All potentially hazardous foods must be delivered under refrigeration to the site as close to the day of the event as possible. If food is prepared off-site, the preparing establishment must be in compliance with local, state, and federal codes.

### **FOOD PROTECTION:**

1. The number one cause of foodborne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperatures. Potentially hazardous foods are those consisting in whole or in part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, cooked pasta, beans, potatoes and other cooked vegetables, sliced melons, cream filled pastries as well as the more commonly accepted types of foods.

OBSERVE SAFE FOOD TEMPERATURES

**Hold potentially hazardous foods below 41°F or above 135°F.**

Cook foods without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The following are minimum cooking temperatures:

**POULTRY 165°F**

**PORK: 150°F**

**BEEF: 155°F**

**Reheat previously cooked and chilled foods to 165°F.**

### **Food Protection (continued)**

Only equipment capable of holding foods at these safe temperatures shall be used. Adequate refrigeration such as refrigerated trucks, refrigerators, and coolers with ice or ice packs must be provided for keeping foods cold. For example, a refrigerated truck would be used for bulk storage and small refrigerators or coolers used for short-term service near the grills. Obviously, an ample supply of ice and ice packs must be provided. All units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature.

Defrost frozen foods in the refrigerator below 45°F, never at room temperature. (Off-site only). Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Store in refrigerators promptly; do not allow cooling at room temperature. (Off-site only). All potentially hazardous foods must be transported under refrigeration regardless of the distance to be traveled.

As previously stated, the cook-and-serve method is preferred. However, if foods need to be held, hot, gas-fired steam tables are preferred. Other warming units may be approved provided that they are capable of holding foods over 140°F. Warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated. Example: fried rice is cooked in the wok, then transferred immediately to a preheated steam table and held for service.

**2. DO NOT CROSS CONTAMINATE.** Separate raw and cooked potentially hazardous foods. Do not interchange utensils, cutting boards, containers or other equipment that has been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken. Do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef. Never re-use marinade. Once the meat is removed for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be re-used.

**3. NEVER POOL EGGS.** When large quantities of eggs are called for, liquid pasteurized eggs must be used. Example: For making scrambled eggs, pancakes, funnel cakes, or other batters, liquid pasteurized eggs must be used.

4. Discard leftovers at the end of the day; do not re-serve.

5. All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display and service. All preparation must be done under a tent or similar approved structure with overhead protection. Store food in food grade containers and keep them covered. All equipment must be clean and in good repair. Food should not be placed directly in contact with ice. Ice should be well drained and not used for any other purpose. Ice for drinks must be stored in separate clean containers. Remember that ice is considered food. All ice must be from an approved source; do not bring ice from home. Store all food off the ground on shelves or stacked on empty crates. Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in a manner that prevents contamination, such as squeeze bottles.

6. Minimize hand contact with food. Use utensils such as tongs, spoons, and spatulas. They may be stored in the food with handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use wax tissue paper or disposable gloves. Remember however, that gloves are not a substitute for hand washing and should be changed frequently.

7. Only single service disposable utensils are to be provided for public use. They must be stored and dispensed in such a manner that will prevent contamination. Example: Store utensils with handles up to allow customers to pick them up without touching the food contact end.

8. Salad bars (and other self-service type displays) are not allowed at temporary facilities.

**SANITATION:**

1. The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals and as often as necessary to maintain a high standard of cleanliness. A bleach solution (100 ppm) or other approved sanitation solution shall be provided in sufficient quantities for sanitizing all food contact surfaces.

The following procedure is to be used for all food contact surfaces such as cutting boards, utensils, food containers, counters, etc.

A. **WASH** (in hot soapy water).

B. **RINSE** (in hot clean water).

C. **SANITIZE** (soak for 1 minute in a 100 ppm bleach and water solution: approximately 1Tbs. of bleach per gallon of water or 1/4 cup bleach per 5 gallons of water). D. **AIR DRY** (never towel dry, bleach will dissipate).

2. An adequate supply of clean wiping cloths must be provided for cleaning purposes. When not in use they must be stored in the bleach solution. (1 gallon water/ 1 Tbs. bleach)

3. Each food booth must be provided with a **HAND WASHING STATION** consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot. Portable hand sinks are available from some rental agencies. Liquid hand soap, paper towels and a bucket to catch waste water must also be provided.

4. All liquid waste must be collected and disposed of in an approved manner that will not create a nuisance or a public health hazard. Dumping liquid waste on the ground, in waterways, or storm drains is not allowed. Waste cooking oil and grease must be disposed of in an approved manner. This type of grease cannot be dumped with the other trash. A grease container must be provided and arrangements made with a grease hauler for removal. Waste water shall not be reused for any purpose.

**PERSONNEL AND HYGIENIC PRACTICES:**

1. A copy of the basic rules (**FOOD BOOTH REQUIREMENTS**) should be posted in the booth and read by all food handlers.
2. A log book (**TEMPORARY FOOD SERVER LOG**) showing name, address, phone number, date and time worked must be signed by all food handlers and returned to the town sanitarian after the event.
3. Only necessary personnel should be allowed in the booth. No pets or animals are allowed in the booth.
4. No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection, shall work with food. Example: If you have a fever, diarrhea or vomiting, you cannot work.
5. All workers must wear clean outer garments and maintain a high degree of personal cleanliness.
6. **WASH HANDS FREQUENTLY**, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods, etc.
7. Do not use tobacco in any form while working.
8. Wear hats, hair nets, or some other type of hair restraint.

# Madison Health Department

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## Check List for Food Booth Operators:

- \_\_\_\_\_ Metal stemmed probe thermometer (0 – **220°F** range), alcohol wipes for cleaning probe.
- \_\_\_\_\_ Coolers and ice/ice packs (keep food cold- **41°F** or below)
- \_\_\_\_\_ Hot holding equipment (keep food hot- **135°F** or above)
- \_\_\_\_\_ Hand washing station (inside booth) - liquid soap, paper towels, waste water bucket
- \_\_\_\_\_ Crates, shelves, for off the ground dry food storage and paper products storage
- \_\_\_\_\_ Work surfaces, cutting boards, utensils- tongs, spatulas, spoons
- \_\_\_\_\_ Food containers, plastic wrap
- \_\_\_\_\_ Potable water supply (hot and cold)
- \_\_\_\_\_ Bleach for sanitizing
- \_\_\_\_\_ Clean wiping cloths and storage containers
- \_\_\_\_\_ Utensil washing and sanitizing containers
- \_\_\_\_\_ Aprons, hair restraints (hats) – Disposable plastic gloves
- \_\_\_\_\_ Garbage containers, plastic bags
- \_\_\_\_\_ Toilet facilities,
- \_\_\_\_\_ Hand washing facilities
- \_\_\_\_\_ Wastewater disposal
- \_\_\_\_\_ Grease disposal
- \_\_\_\_\_ Over head protection, lights
- \_\_\_\_\_ Food Booth Requirements posted (included)
- \_\_\_\_\_ Log Sheet (included) completed for return to sanitarian
- \_\_\_\_\_ Food license from Health Department

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**FOOD BOOTH REQUIREMENTS  
TO BE POSTED AT TEMPORARY EVENTS**

- 1. KEEP FOODS AT SAFE TEMPERATURES:**
  - COLD FOODS 41°F OR BELOW
  - HOT FOODS 135°F OR ABOVE
  - REHEAT FOODS TO 165°F
- 2. WASH HANDS FREQUENTLY**
- 3. SANITIZE UTENSILS AND CUTTING BOARDS (USE BLEACH SOLUTION)**
- 4. DO NOT CROSS CONTAMINATE**
  - SEPARATE RAW & COOKED FOODS AND ALL EQUIPMENT AND UTENSILS USED WITH THEM
- 5. NO SMOKING!**
- 6. USE UTENSILS - NOT HANDS**
- 7. KEEP FOODS COVERED**
- 8. DO NOT EAT WHILE WORKING - DO NOT "PICK" ON FOOD**
- 9. WEAR HAIR RESTRAINTS**
- 10. DO NOT WORK IF YOU ARE ILL**

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Return this to town sanitarian at conclusion of event.

Festival Name: \_\_\_\_\_ Name of Booth \_\_\_\_\_

**TEMPORARY EVENT FOOD LOG**

Date	Time	Food Product	Temperature

**TEMPORARY EVENT EQUIPMENT LOG**

Date	Time	Hot/Cold Equipment	Temperature

**TEMPORARY EVENT FOOD SERVER LOG**

Name	Shift	Assignment	Time In	Time Out