



City of Middletown

Department of Health

Temporary Event / Special Event Food Service Application

Revised December 2019

APPLICATION FOR TEMPORARY FOOD LICENSE

\$75 Fee – valid up to 14 consecutive days

Must be submitted 2 weeks prior to event

Name of Organization/Business _____		
Mailing Address _____		
Phone _____	Email _____	
Event Location _____	Date _____	Time _____
PERSON(S) IN CHARGE DURING THE EVENT		
Name _____	Cell Phone _____	
Name _____	Cell Phone _____	

****SUBMIT A COPY FOOD PROTECTION MANAGER CERTIFICATE(S)****

LIST ALL MENU ITEMS (or attach menu)

HOW WILL FOODS BE COOKED/ HOT HELD (135°F or above) AT EVENT? (CHECK ALL THAT APPLY)
<input type="checkbox"/> Grill <input type="checkbox"/> Oven <input type="checkbox"/> Deep Fryer <input type="checkbox"/> Other _____ <input type="checkbox"/> Steam table <input type="checkbox"/> Sterno <input type="checkbox"/> Other _____

HOW WILL FOODS BE MAINTAINED AT COLD TEMPERATURES (41°F or below)?
<input type="checkbox"/> Mechanical Refrigeration <input type="checkbox"/> Cooler with Ice <input type="checkbox"/> Other _____

WHERE WILL FOODS BE PREPARED? <input type="checkbox"/> ON-SITE
<input type="checkbox"/> LICENSED FACILITY (NAME AND ADDRESS) _____
(Include a copy of food license and recent inspection report)

FOOD SOURCE(S): _____
WATER SOURCE: <input type="checkbox"/> Public Water <input type="checkbox"/> Private Well <input type="checkbox"/> Commercially Bottled Water
ATTACH A SKETCH OF EQUIPMENT LAYOUT IN BOOTH/VEHICLE

Applicant Name (print) _____

Applicant (signature) _____ Date _____

Sanitarian Approval _____ Date _____

City of Middletown Department of Health

Requirements for Temporary/Special Event Food Concessions

❖ **PROPER FOOD STORAGE AND TEMPERATURE REQUIREMENTS**

- Cold foods must be kept at 41°F or below.
- Hot foods must be kept at 135°F or above.
- If reheating foods, heat to at least 165°F within 2 hours

Foods must be protected at all times with proper covering and refrigeration as needed. Coolers are acceptable as long as products are sufficiently cold. Make sure there are thermometers in all coolers and refrigerators. Food containers must be stored off the ground.

❖ **THERMOMETERS**

A probe thermometer capable of reading temperature ranges from 0°F to 220°F is required. Alcohol wipes must be used to sanitize the stem of the thermometer in between each use.

❖ **MINIMUM COOKING TEMPERATURES**

- Hamburgers, ground beef: 158° F
- Chicken, Poultry: 165° F
- Pork: 145° F
- Fish: 145° F
- Eggs: 145°F

❖ **FOOD PREPARATION AREA**

- Tent, large umbrellas, or any type of overhead shelter to be provided
- Only persons involved in food preparation and serving shall be permitted in this area (including kitchen facilities, if used).
- Smoking is not allowed in food preparation area, including kitchen facilities, if used.
- A sanitizing solution is required (in a bucket or spray bottle).

❖ **GRILLS/COOKING EQUIPMENT**

Grills or other types of cooking equipment should be placed so as to afford maximum protection to the public against injury. Young persons are not permitted to use these elements. Consult with the Middletown fire marshal for further instructions and precautionary measures prior to your event.

❖ **DISPOSABLE AND OTHER SINGLE SERVICE ITEMS**

Disposable paper or plastic plates and utensils should be used whenever possible and squeeze type condiments (ketchup, mustard, etc.) are encouraged as, well as packaged sugar dispensers.

❖ EQUIPMENT AND UTENSILS

- Utensils must be Cleaned and Sanitized at least every 4 hours.
- Bring extra utensils (spatulas, knives, tongs, cutting boards, etc) if not Cleaning and Sanitizing on-site.
- If Cleaning and Sanitizing on-site, you must have facilities for 1) warm soapy water 2) clean rinse water and 3) Sanitizing solution – Immerse utensils for at least 1 minute and air dry.
- You can make a basic sanitizing solution by mixing 1 teaspoon of household bleach (unscented) per 1 gallon of water.

❖ HANDWASHING FACILITIES

- Insulated cooler with spigot, filled with warm water
- Waste water container
- Liquid Soap
- Paper towels

❖ PERSONAL HYGIENE

- Long hair must be tied back, or wear a hat
- NO artificial or painted nails if preparing foods
- Keep Bandages covered with a disposable glove
- Maintain clean clothing and apron
- DO NOT WORK if you have (or recently had) symptoms of Nausea, Vomiting, Diarrhea, or Fever within the last 72 hours

❖ FOODS FROM APPROVED SOURCE

- All foods must come from a source such as a food distributor, grocery store, wholesale food store, or a licensed commercial kitchen.
- Foods not prepared on-site must be prepared in a licensed facility; no home prepared or home canned foods.
- Water must come from either a public water supply or a potable private well. You must submit a recent lab analysis for water that comes from a private well.
- Ice must be purchased commercially or made from a potable water source

❖ FOOD PROTECTION

- All food shall be protected from customer handling, coughing, sneezing, or other contamination by wrapping, the use of sneeze guards, or other effective barriers. Open or uncovered containers of food shall not be allowed except when those containers are being used for active food preparation activities by foodservice personnel
- Avoid contact with ready-to-eat foods (e.g. sandwiches, cooked foods, cookies, breads, etc.) Use a barrier, such as disposable gloves, tongs, spatula, or deli tissue
- Disposable gloves made of natural latex are strictly prohibited

City of Middletown Department of Health

Checklist and Inspection Form

For

Temporary/Special Event Food Concessions

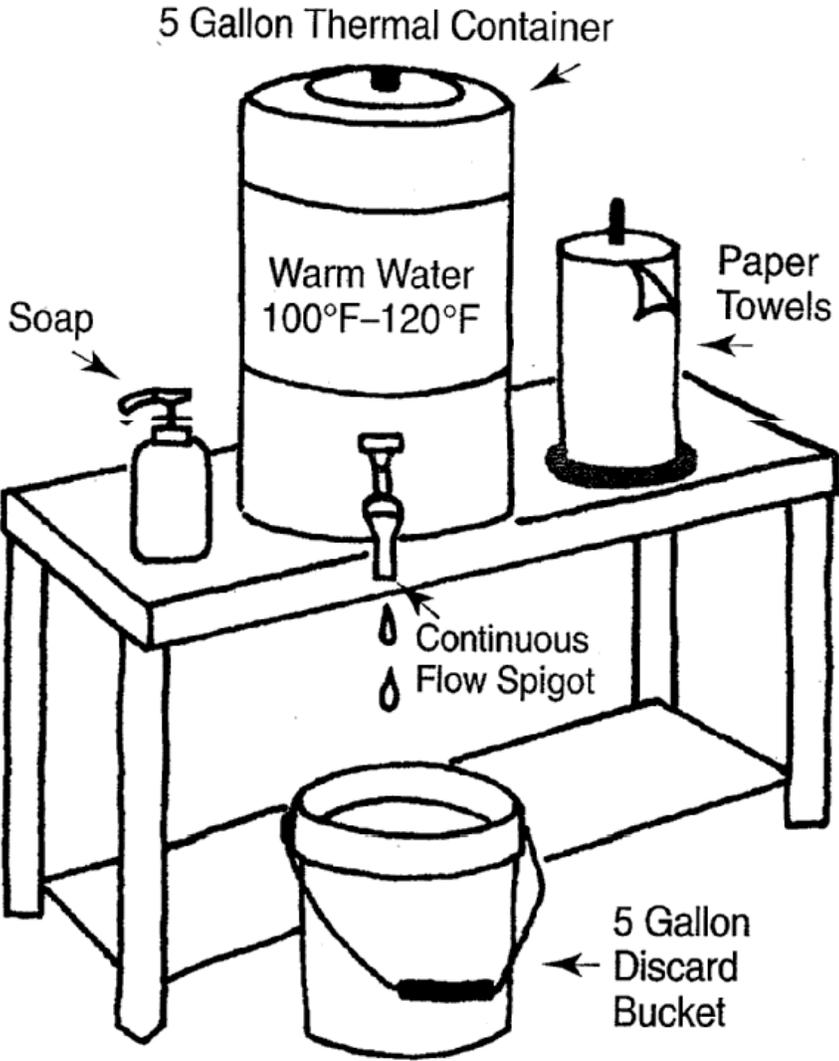
Vendor _____ Event _____ Date _____ Time _____

Food Safety Items	Required	Provided
Floor/Roof Covering		
Probe Food Thermometer / Alcohol Wipes		
Cold Holding - Coolers, Refrigerators		
Hot Holding - Grills/Cambros/Steam Table		
Refrigerator Thermometers		
Hand Washing Station (as shown)		
Extra Utensils / Disposable Gloves		
On-site Cleaning and Sanitizing / Extra Utensils		
Cleanable Counters---Tables		
Approved Sanitizing Solution / Test Kit		
Waste Water Disposal		
Grease Disposal		
Garbage Containers and Disposal		
Foods/ Water/Ice from an Approved Source		
Clean Outer Garments		
Food/Paper and Plastic Goods Stored Off the Ground		
Light Shields as needed		
Rules Posted (enclosed)		
Temperature Log (enclosed)		

Temperature Log

Food Item	Temperature	Time

Sanitarian _____



Wash Your Hands!



1 Wet Hands



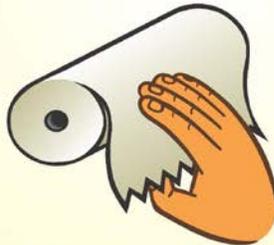
2 Soap



3 Scrub for 20 seconds



4 Rinse



5 Dry



6 Turn Off Water with Paper Towel

City of Middletown - Department of Health
www.MiddletownCT.gov

Used with permission by University of Nebraska-Lincoln Extension in
Lancaster County and the Lincoln-Lancaster County Health Department

