

**TOWN OF RIDGEFIELD**  
**Health Department**

PERMIT # \_\_\_\_\_

PER \_\_\_\_\_ DATE \_\_\_\_\_

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

**TEMPORARY FOOD SERVICE APPLICATION**

**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) serving 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 procedures outlined in both this application packet and the *Compliance Guide for Temporary Foodservice Events*, 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. 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.
2. We may inspect the food service operation at your event to ensure that food safety procedures are being followed.
3. After the event, be sure to keep the completed Food Service Sign-in/Log Sheet 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 "Food Service Outbreak Investigation." The log sheet will allow us to determine if volunteer 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.
4. The Ridgefield Health Department will be happy to consult with you to help ensure the safety and success of your event.

66 Prospect Street, Ridgefield, Connecticut 06877 (203) 431-2745

[www.ridgefieldct.org](http://www.ridgefieldct.org)

Please complete each blank. If the question is not applicable to your event, write "N/A" in the blank.

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

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

Date(s) and Time(s): \_\_\_\_\_  
(Starting & Ending Dates/Times)

Rain date: \_\_\_\_\_

Licensed Establishment Participating: \_\_\_\_\_  
NAME ADDRESS PHONE #

\* If your licensed establishment is outside of Ridgefield, please attach a copy of your Food Service License and your most recent Inspection Report.

Person in Charge of Booth: \_\_\_\_\_  
NAME ADDRESS PHONE #

1. Describe in detail the type of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List the foods to be served: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Cooking Equipment to be used (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Food Source**

All foods served must be from an approved source, such as a commercial processor or a licensed public eating place, and prepared in a licensed commercial establishment.

- No home cooking or preparation is allowed.**
- No home canned foods are allowed.**
- No wild game or fin fish from non-commercial sources are allowed.**
- All meats and poultry must be USDA inspected and approved.**
- Only shellfish from approved sources may be served; tags must be saved for 90 days.**
- All receipts and bills of sale must be retained and made available upon request.**

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

4. Indicate where and when each food item will be purchased:

Food Item	Place of Purchase (Include City)	Date to be purchased
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Food 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 a **licensed** 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 establishment must be in compliance with Local, State and Federal codes. Copies of a recent inspection report and a valid health department license are required.

5a. Describe where and how foods will be prepared **prior to** the event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5b. Describe food preparation **at the event**.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Food Protection**

**A. Temperatures.** One of the top causes 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 part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, 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 cold (below 45°F) or hot (above 140°F.)**

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

<b>Poultry:</b>	<b>165°F</b>
<b>Ground Beef:</b>	<b>155°F</b>
<b>Pork:</b>	<b>145°F</b>
<b>Fish:</b>	<b>145°F</b>

Cooked, grilled chicken must never be taken off the grill until it is sold. If this cannot be done, the chicken must be placed in a heated oven or steam table and held above 140°F until served.

Reheat previously cooked and chilled foods to 165°F . A long, stem-dial type thermometer must be provided for monitoring food temperatures (Range 0° to 220°F.) See page 15 for an example.

Only equipment capable of maintaining foods at these safe temperatures shall be used. Adequate refrigeration such as refrigerated trucks, refrigerators, and coolers (no styrofoam) with ice or ice packs must be provided for keeping food 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. If electrically powered coolers are used, care must be taken to be sure that the service lines can handle the voltage. **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.

Chill cooked 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 food to cool at room temperature.

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 a wok, then transferred immediately to a preheated steam table and held for service.

6a. Describe how hot foods will be kept hot (above 140°F) at your event:

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6b. Describe how cold foods will be kept cold (45°F or below) at your event:

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6c. Describe how frozen foods be thawed at your event:

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6d. Do you have appropriate thermometers for monitoring food temperatures?  YES  NO  
(If "NO" the Health Department may provide you with thermometers)

6e. How will thermometers be sanitized? \_\_\_\_\_

**B. 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. **Designate separate raw and cooked (or ready-to-serve) prep areas.**

Never reuse 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 reused. Always use a freshly-made marinade if the recipe calls for adding while meat is cooking.

**C. 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.

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

**E. All foods must be protected** from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display, and service. All preparation and service of food must be done under a tent, or similar approved structure, with overhead protection. Store foods in clean, sanitized food-grade containers and *keep them covered*. All equipment must be clean and in good repair. If coolers are used, they must be a non-porous type (not Styrofoam).

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: **Ice is considered food**. All ice must be from an approved source; do not bring ice from home.

Store all foods 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.

7a. Indicate how food will be protected from insects, dust, rain, etc. at your event:

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7b. Where will food containers be positioned in your booth?

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

8. Describe in detail how food workers will limit excessive food handling:

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**G. Utensils.** 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 food end.

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

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**H. Salad bars** (and other self-service type displays) are **NOT** allowed at temporary facilities.

**I. Lighting.** Provide adequate lighting in the booth.

## Sanitation

**A. Cleaning Equipment.** The food booth or food service facility 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 sanitizing 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 1 Tbsp. of bleach per gallon of water, or 1/3 cup bleach per 5 gallons of water.)
- d. **Allow to air dry** (Never towel dry, bleach will dissipate).

If you choose another type of sanitizer, it must be approved by the health department prior to use. Bleach is inexpensive, easily accessible, and very effective as a sanitizing agent. Ideally, a three-compartment sink or a mechanical dishwasher should be used, if available. Example: An on-site school kitchen, church kitchen, etc. If such a facility is not available, then three (3) clean 5-gallon buckets may be used when an adequate, potable water supply is available. See the “*Sanitizing Guidelines*” at the end of this packet for an example.

For short-term events, this requirement may be waived when an ample supply of extra replacement utensils are available.

10a. Describe utensil washing facilities at your event: \_\_\_\_\_

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10b. Indicate what will be used as sanitizing agent: \_\_\_\_\_

10c. How will clean utensils be stored? \_\_\_\_\_

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**B. Wiping Cloths.** 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.

**C. Handwashing.** Each food booth must be provided with a handwashing 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 (see the “*Handwashing Stations*” sheet on page 16 of this packet for an example of a temporary hand wash station.) Portable handsinks are available from some rental agencies. Liquid hand soap, paper towels, and a bucket to catch waste water must also be provided. Indoor food service facilities or kitchens must have a designated handsink with hot and cold running water.

11. Describe hand washing facilities **inside** your booth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Toilet Facilities.** An adequate number of toilets must be provided for public use. The actual number of toilets will be determined on an individual basis depending on attendance and menu. Toilets for food booth workers must be positioned near the food areas. At least one handwashing station for every 5 toilets must be provided as described above, *separate* from the handwashing station at the booth.

12. Describe restroom facilities at the event. Indicate where located and how many:  
\_\_\_\_\_  
\_\_\_\_\_

**E. Wastewater and Grease Disposal.** 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.

13a. Describe how wastewater will be disposed of at your event: \_\_\_\_\_  
\_\_\_\_\_

13b. Name of grease disposal contractor: \_\_\_\_\_

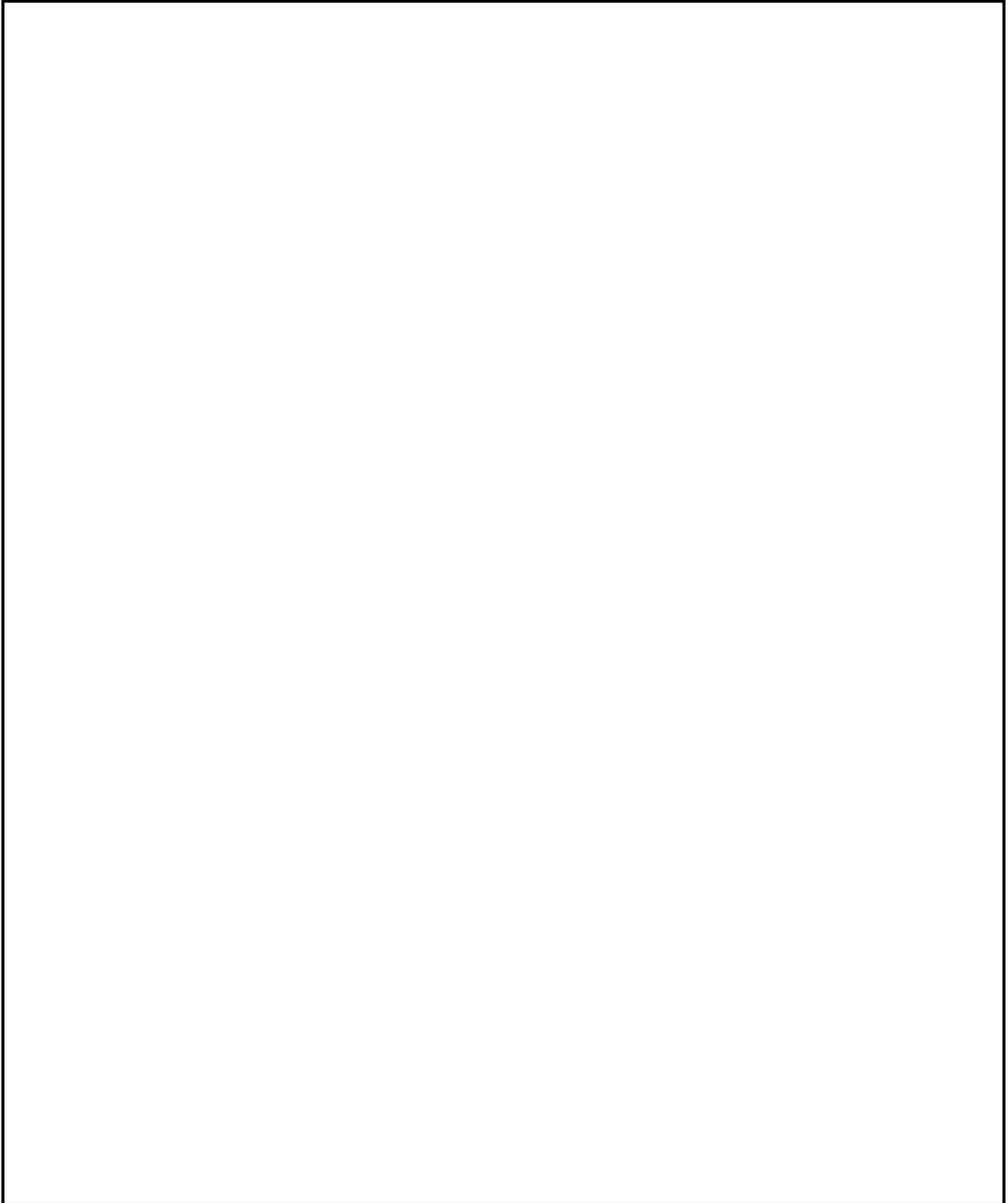
**F. Garbage.** All garbage and recyclables must be in self-contained units and removed nightly from the function location.

14a. Describe garbage facilities at your booth: \_\_\_\_\_  
\_\_\_\_\_

14b. Describe where garbage will be disposed at the end of the event: \_\_\_\_\_  
\_\_\_\_\_

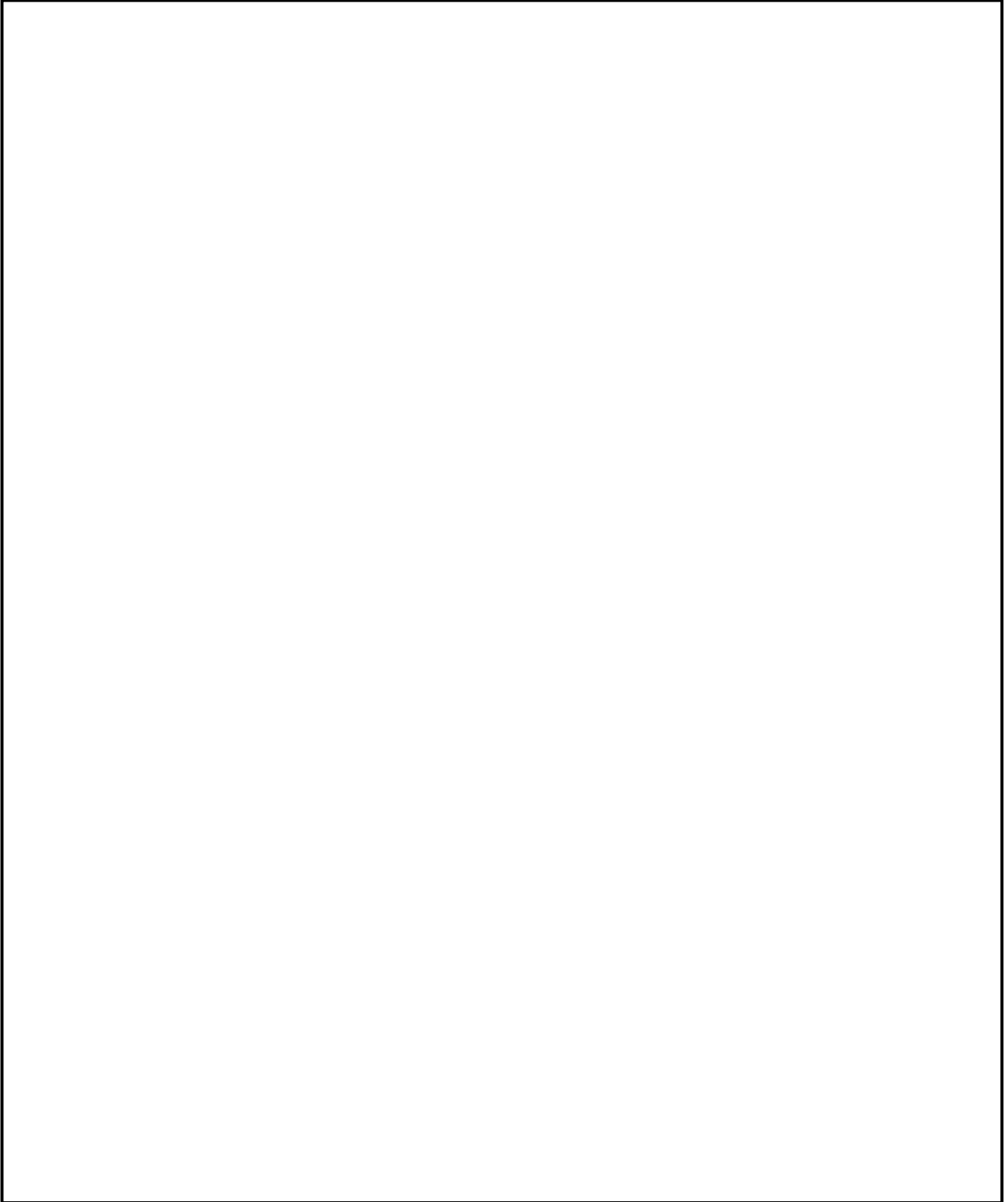
## Event Layout

Please sketch out a layout of the event site including: Food Booths, Restrooms, Handwashing Facilities, Garbage Cans, Alcohol Distribution Points, etc.

A large, empty rectangular box with a black border, intended for a hand-drawn sketch of an event site layout. The box occupies most of the page below the instructions.

## **Booth Layout**

Please sketch your food booth. Include locations of tables, grills, coolers, handwashing stations, service areas, prep areas, etc.

A large, empty rectangular box with a black border, intended for a hand-drawn sketch of a food booth layout. The box is centered on the page and occupies most of the lower half of the document.

**Personal Hygiene**

**A. Review Food Safety with Booth Staff.** A copy of the *Basic Food Safety Requirements for Temporary Events* sheet (page 12) must be posted in the booth or kitchen. These requirements must be reviewed with all food handlers / booth staff. The “Person in Charge” must ensure that each food handler has read and understands the Basic Food Safety Requirements.

**B. Log Sheet.** A log sheet showing name, address, phone number, date, and time worked must be signed by all food handlers on the day of the event (see example on page 14.)

15. Name of Person who will be “in charge” of log sheet at the booth: \_\_\_\_\_

**C. Authorized Personnel.** Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth.

**D. Infected Personnel.** 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 with food.

**E. Personal Protection.** All workers must wear clean outer garments and maintain a high degree of personal cleanliness. For personal protection, all food handlers who prepare or cook food must wear long pants or a long apron while working. No sandals or open toed shoes will be permitted.

**F. Personal Cleanliness.** Wash hands frequently, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw or potentially hazardous foods, etc. Do not use tobacco in any form while working with food.

**H. Hair Restraints.** Wear hats, hairnets, or some other type of hair restraints.

**POWER SUPPLY**

A policy must be agreed upon by the vendors and the Health District in case of an electrical failure. Backup arrangements such as generators, must be available for the storage of all perishable foods in case of a power failure.

**REVOKING OF LICENSES – BOOTH CLOSURES**

The food permit may be revoked at any time for any reason by the Director of Health or his agent when, in his opinion such action is warranted. The booth or kitchen will not be allowed to reopen without the written approval from the Director of Health or his agent.

\* \* \* \* \*

**Other requirements may be imposed, based upon the individual needs of each booth or food service facility.**

I, the undersigned, hereby apply for a license to operate a Temporary Food Service Establishment in the Town of Ridgefield. If granted, I agree to comply with all applicable State and local regulations. I certify that I will be the “Person in Charge” on the day(s) of the Event at the Temporary Food Service Establishment described in the above application.

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



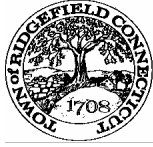
## TOWN OF RIDGEFIELD

### Health Department

## **Basic Food Safety Requirements for Temporary Events**

TO BE POSTED AT EVENT BOOTH

1. Keep foods at safe temperatures:
  - a. COLD foods below 45°F
  - b. HOT foods above 140°F
  - c. REHEAT foods to 165°F
2. Discard all leftover food at the end of the day.
3. Wash hands frequently and after using the toilet.
4. Sanitize all utensils, cutting boards, and prep tables after use (with bleach solution.)
5. Do not cross contaminate (separate raw and cooked foods.)
6. No Smoking.
7. Use utensils – NOT your hands.
8. Keep foods covered.
9. Do not eat while working. Move off-site.
10. Wear hair restraints.
11. Wear long pants or long apron when preparing or cooking food.
12. Do not work if you are ill.



## TOWN OF RIDGEFIELD

### Health Department

#### **Check List for Temporary Food Operators**

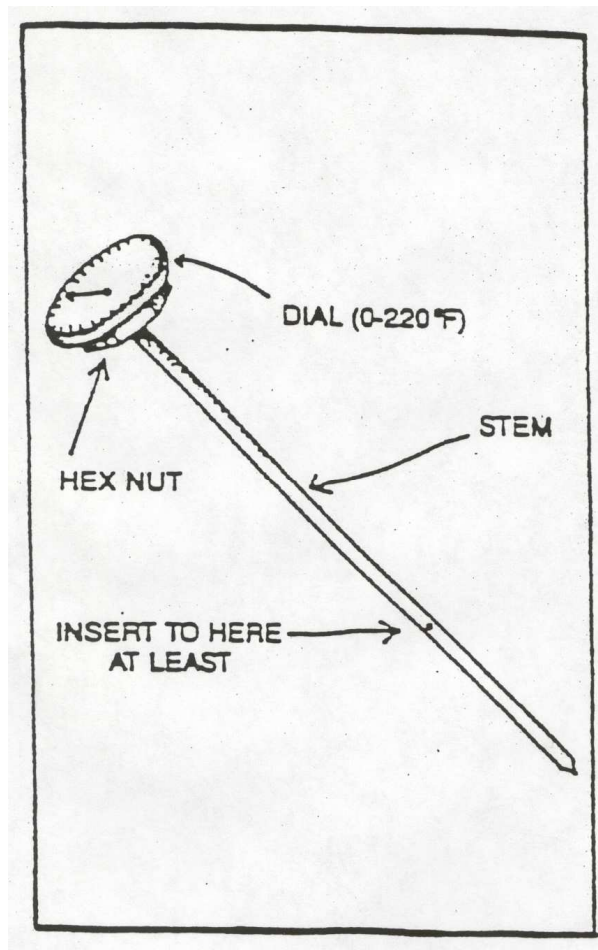
- \_\_\_ Thermometers in all refrigerators and coolers (keep below 45°F)
- \_\_\_ Metal probe thermometer (0° - 220°F range)
- \_\_\_ Ice / Ice packs
- \_\_\_ Cutting boards
- \_\_\_ Plastic wrap
- \_\_\_ Handwash station with liquid soap and paper towels
- \_\_\_ Extra utensils: tongs, spatulas, spoons
- \_\_\_ Potable water supply (hot and cold)
- \_\_\_ Utensil washing containers (or 3-bay sink)
- \_\_\_ Bleach for sanitizing
- \_\_\_ Wastewater disposal
- \_\_\_ Grease disposal
- \_\_\_ Garbage containers, plastic bags
- \_\_\_ Clean wiping cloths and storage containers
- \_\_\_ Aprons
- \_\_\_ Hair restraints
- \_\_\_ Shelves, crates for off-the-ground dry food storage
- \_\_\_ Lights
- \_\_\_ *No Smoking* signs
- \_\_\_ Toilets with handwash stations
- \_\_\_ Log sheet for employee/volunteer sign in



## Food Thermometers

Instant-read metal-stem thermometers must be available and used to periodically check the internal temperature of foods. They are not designed to stay in the food during cooking.

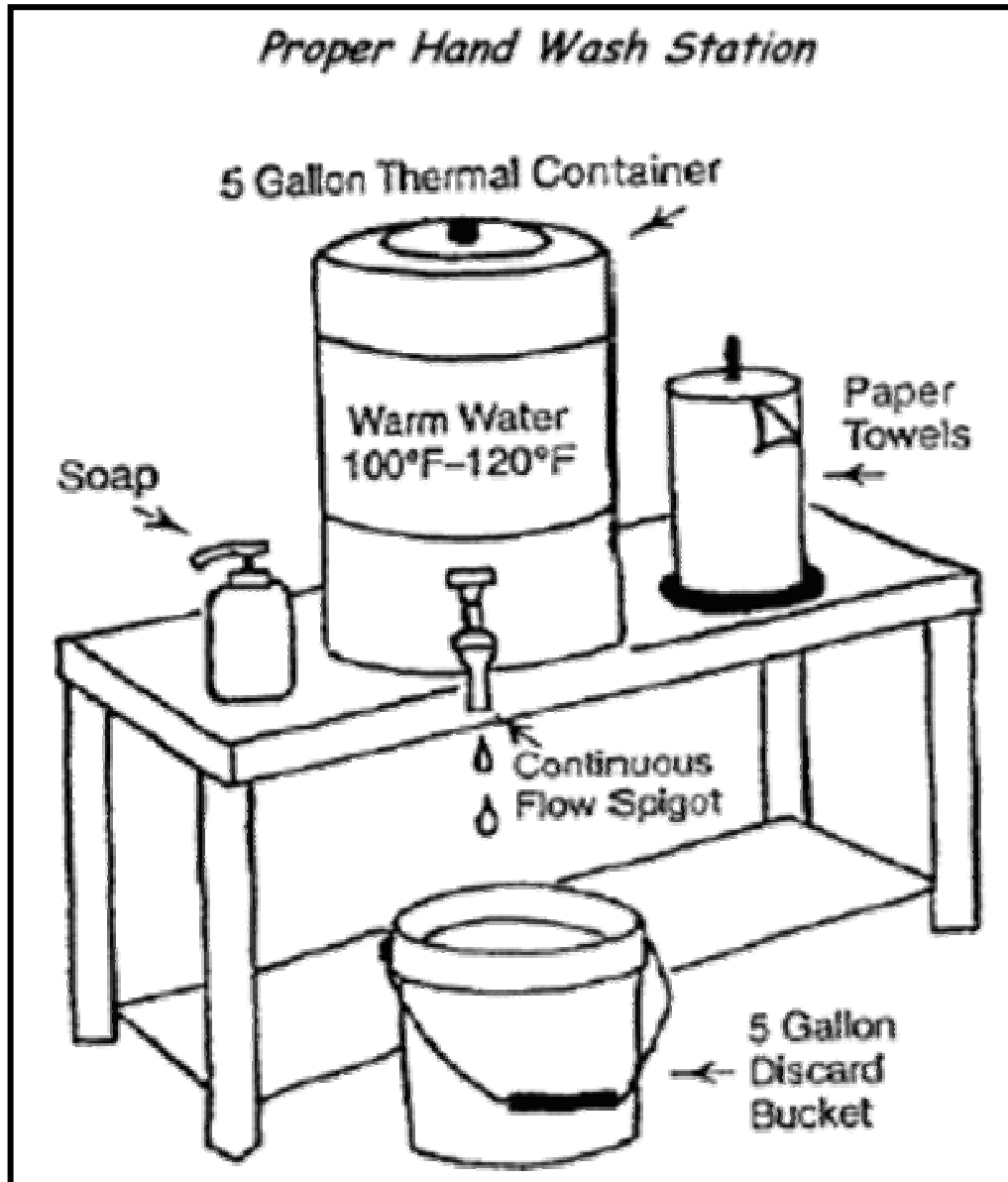
When you think food is cooked to the correct temperature, check it with the instant-read thermometer. Insert the thermometer into the thickest part of the food, to the point marked on the probe - usually to a depth of 2 inches. About 15 to 20 seconds are required for the temperature to be accurately displayed. An instant-read thermometer can be used with thin foods, such as chicken breasts or thin hamburger patties - simply insert the probe sideways, making sure the tip of the probe reaches the center of the meat.



All refrigerators, cold holding units, coolers, etc. must have an accurate visible thermometer inside. Check these thermometers regularly to monitor food temperatures.

## Handwash Stations

Hand washing is a vital tool in preventing the spread of bacteria and viruses that can cause infections and foodborne illness. People can be a significant source of harmful microorganisms. Proper hand washing by food employees is necessary to control direct and indirect contamination of food, utensils, and equipment. Below is an example of a proper hand wash station for a temporary food event.



Handwashing stations must include warm water in a container with a spigot that remains open to allow for adequate handwashing, liquid soap in a dispenser, paper towels, and a container for wastewater.

# Proper Handwashing

You should follow these six steps to wash your hands properly:

Washing your hands properly is one of the most important things you can do to keep microorganisms from contaminating food.

You should wash your hands before you start work and after the following activities:

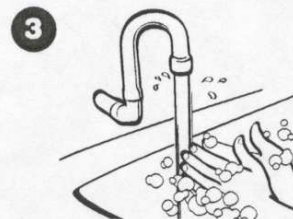
- Using the restroom
- Handling raw meat, fish, or poultry
- Touching your hair, face, or body
- Sneezing, coughing, or using a tissue
- Smoking, eating, drinking, or chewing gum or tobacco
- Handling chemicals that might affect the safety of the food
- Taking out trash
- Clearing tables or busing dirty dishes
- Touching clothing or aprons
- Touching anything else that may contaminate hands



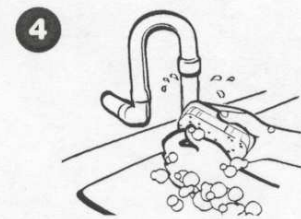
Wet your hands with running water as hot as you can comfortably stand (at least 100°F/38°C).



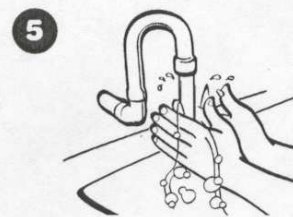
Apply soap.



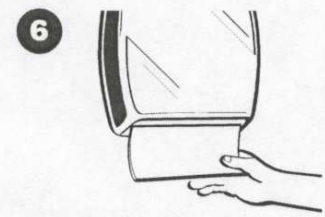
Vigorously scrub hands and arms for at least 20 seconds.



Clean under fingernails and between fingers.



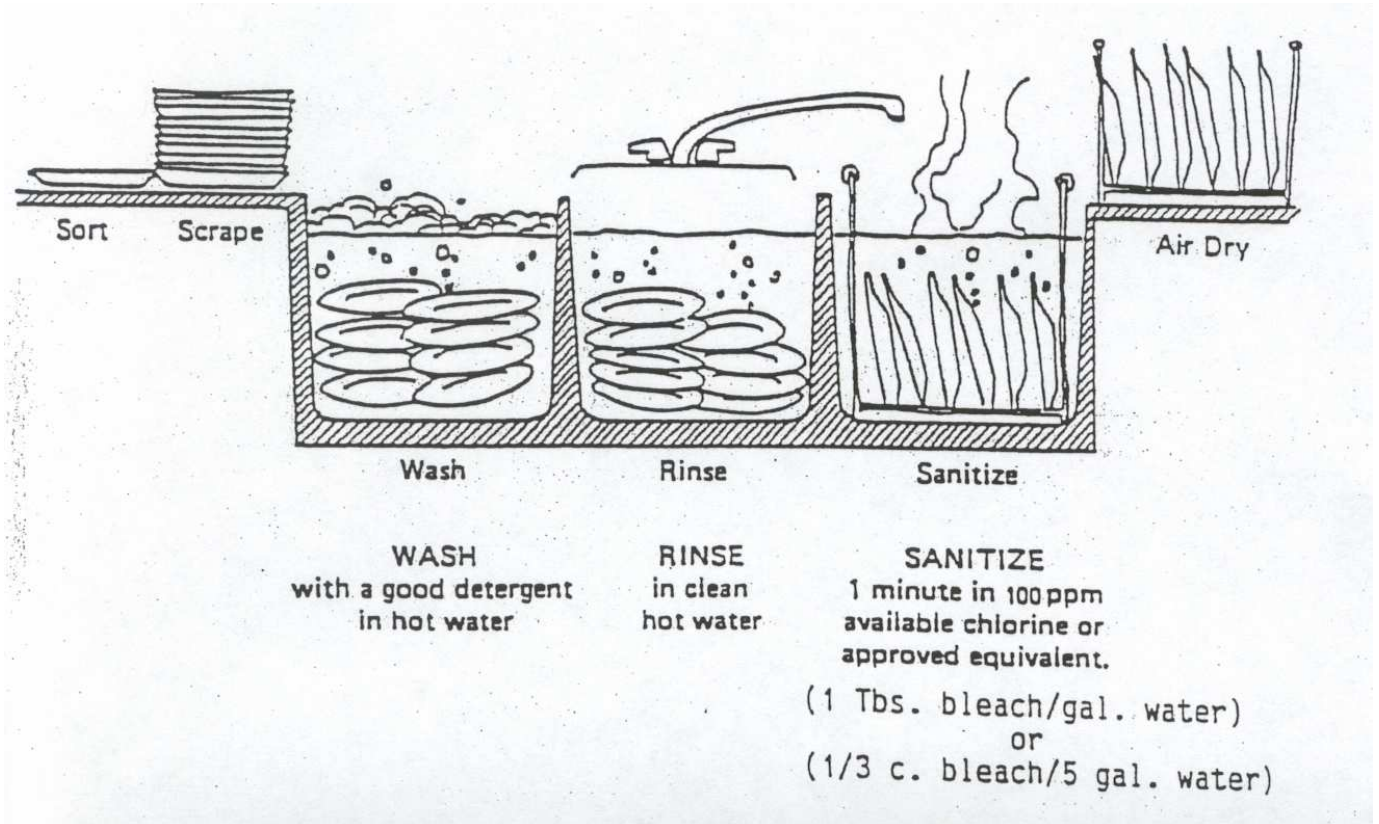
Rinse thoroughly under running water.



Dry hands and arms with a single-use paper towel or warm-air hand dryer.

## Sanitizing Guidelines

Equipment and utensils must be washed, rinsed, and sanitized as follows:



Clean 5 gallon buckets\* may be substituted for a 3-bay sink provided that an adequate potable water supply is available and water is changed frequently.

\*Buckets must not have been previously used for toxic chemicals.