



Aspetuck Health District  
180 Bayberry Lane, Westport, CT 06880-2855  
Telephone: (203) 227-9571 Fax: (203) 221-7199

## PACKET A

All Fees are non-refundable.  
FEE: \$175 Hot Foods  
\$85 Cold Foods  
\$1.00 Non-Profit  
(provide proof of non-profit status)

# Application To Operate a Temporary Food Service Booth

Name of Food Service Booth/Operation: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town, State, Zip: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## Details of Event:

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

Date(s) of Event: \_\_\_\_\_ Anticipated Attendance (Total) \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Hours of Food Service: \_\_\_\_\_

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

Event Coordinator: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Food Booth Certified Food Protection Manager (provide current copies, ex, ServSafe): \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Permittee/operator: \_\_\_\_\_

## Directions:

The operator of each Temporary Food Event site or booth must complete this application. The application must be completed and submitted with payment to the Aspetuck Health District at least 14 business days before the event.

If a temporary food permit application is submitted less than 14 business days before the event is scheduled, a late fee of \$55 will be applied to any other required fee.

In addition to the information requested above, each operator must complete and return Attachments 1 and 2.

\_\_\_\_\_  
*For Office Use Only*

Date Application Approved:	Date Permit Issued:	Date Mailed/Delivered
By:	By:	By:

## Notes/Conditions:

**Please fill in the information below:**

1. Using Attachment 1 - Draw the set-up and identify all equipment including hand washing facilities, dishwashing or utensil washing facilities, cooking facilities, hot and cold holding equipment, worktables, food/single service storage, grills, etc.
2. Using Attachment 2 – Menu Plan, list all food and beverage items to be prepared and served and/or sampled. (NOTE: Any changes to the menu must be submitted to and approved by the Aspetuck Health District at least 10 days prior to the event.)
3. Will all foods be prepared at the Temporary Food Event or Booth site?

\_\_\_\_ Yes

\_\_\_\_ No

If you answered No above and the facility is not licensed in Westport, Weston, or Easton, provide a copy of the current license for the food establishment where the food will be prepared.

4. Where will your food supply be purchased? (i.e. Restaurant Depot, Stop & Shop, etc.) \_\_\_\_\_

5. Describe (be specific) how food will be transported at temperature and protected during transportation to the event:

---

---

---

6. Describe how food will be stored at the event (minimum of 6 inches off ground).

---

---

---

7. How will cold food be kept cold (below 41°)? How will hot food be kept hot (above 135°)?

---

---

8. Describe how temperatures of hot and cold foods will be monitored during the event.

---

---

9. Describe your set-up for hand washing.

---

---

---

10. Describe where and how cleaning and sanitizing of utensils, cutting boards, and other food contact surfaces will take place. Also describe provisions for backup utensils.

---

---

---

11. Location of employee toilet facility: \_\_\_\_\_

12. Where is your water supply obtained from? (also indicate if city water, private well, bottled water, etc.)

---

13. Where is your wastewater disposed of?

---

14. Please add any additional information about your event or Booth that should be considered.

---

---

15. Using Attachment 3 – “Employee Volunteer Sign-in Sheet,” record the names, phone numbers, shifts to be worked during the event and the assigned duties of all Temporary Food workers (paid and volunteer).

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Aspetuck Health District may nullify approval.

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

---

*For Office Use Only*

---

Approval of these plans and specifications by the Aspetuck Health District does not indicate compliance with any other code, law or regulations that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the structure or equipment. A pre-opening inspection, with equipment in place and operational, may be necessary to determine if it complies with the local and state laws governing temporary food service establishments.

☐ **APPROVAL**    ☐ **DISAPPROVAL**                      **Effective Date:** \_\_\_\_\_

Permit Conditions & Restrictions or Reasons for Denial:

---

---

---

---

---

---

---

**Reviewer Signature and Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Attachment 1: Food Booth Sketch

Draw the location and identify all equipment including hand washing facilities, dishwashing or utensil washing facilities, cooking facilities, hot and cold holding equipment, worktables, food/single service storage, grills, etc.

[illegible]

**All work surfaces must be non-absorbent, smooth, and easily cleanable.**

## Attachment 2: Menu Plan and Food Preparation Summary

**Please complete the table below**

List all food/beverages to be prepared/served – *use back if necessary*

All Food Items	Food Source	How served		Preparation List All Steps Where Applicable	Date and Time of Food Prep
		HOT	COLD		
<b>Example:</b> Grilled Chicken	ABS Supermarket 250 Main St., Milford	X		Marinate chicken in refrigerator, cook to order to 165 degrees F.	5/2/2025, 11:00 am

**Attachment 2: Menu Plan and Food Preparation Summary (Continued, if needed)**

**Please complete the table below**

List all food/beverages to be prepared/served – *use back if necessary*

[illegible]

### Attachment 3: Temporary Food Event - Employee/Volunteer List and Sign-in Sheet

*(Return to Aspetuck Health District after the event,  
180 Bayberry Lane, Westport, CT 06880)*

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

Name of Booth/Vendor: \_\_\_\_\_

<i><b>Date</b></i>	<i><b>Name (Please Print)/Job Duty</b></i>	<i><b>Phone No.</b></i>	<i><b>Time In</b></i>	<i><b>Time Out</b></i>

\*The applicant is responsible for maintaining a complete and current list, including addresses and phone numbers, of employees and volunteers working at each food booth and at any off-site kitchens. Failure to comply with this regulation may result in revocation of the food permit.

**ASPETUCK HEALTH DISTRICT**  
180 Bayberry Lane, Westport, CT 06880-2855  
*Telephone: (203) 227-9571*

**TEMPORARY FOOD SERVICE FACILITY**

**Attachment 4: Sampling Sheet**

List all sampling items and the ingredients for the sampling items. List the items that will be used to sample products: i.e., crackers, chips, pretzel sticks.

<b>Item to be sampled (Include ingredients &amp; sampling method)</b>	<b>Source (where purchased)</b>	<b>Date to be purchased</b>
<b>Example:</b>  <b>Onion dip, dried soup mix; Sour cream will be sampled with pretzel sticks.</b>	<b>BJ's Warehouse</b>	<b>June 10, 2025</b>



## **Food Booth Rules (Not All-Inclusive)**

Per the FDA Food Code, for all Class 2, 3, and 4 operations, a Certified Food Protection Manager must be on-site at all times that the food booth is in operation

Maintain cold foods at or below 41 degrees F.

Maintain hot foods at or above 135 degrees F.

Reheat foods to 165 degrees F.

Wash hands frequently

Do not cross contaminate; separate raw and cooked foods

Chlorine bleach sanitizers must be made to 50-100 ppm; other sanitizers must be made to the strength directed by the manufacturer

Use utensils or disposable non-latex gloves; NO bare hand contact with ready-to-eat foods is allowed

Keep foods covered

Wear hair restraints (hats or hairnets)

Do not work if you are ill

All food must be from an approved source, wholesome, and non-adulterated. No home-prepared or canned food is allowed.

## **Equipment Requirements**

Probe thermometers to take hot and cold temperatures of food; must be calibrated

Each food operation is required to have dedicated handwashing facilities. If a plumbed-in hand sink with hot and cold water under pressure is not available, the following are required:

Free-flowing potable water

Hand soap

Single-use paper towels

Wastebasket

Proper disposal of wastewater

Test strips for the type of sanitizer used (strips must be current and not expired)

Adequate refrigeration/hot holding facilities to accommodate the planned volume of food

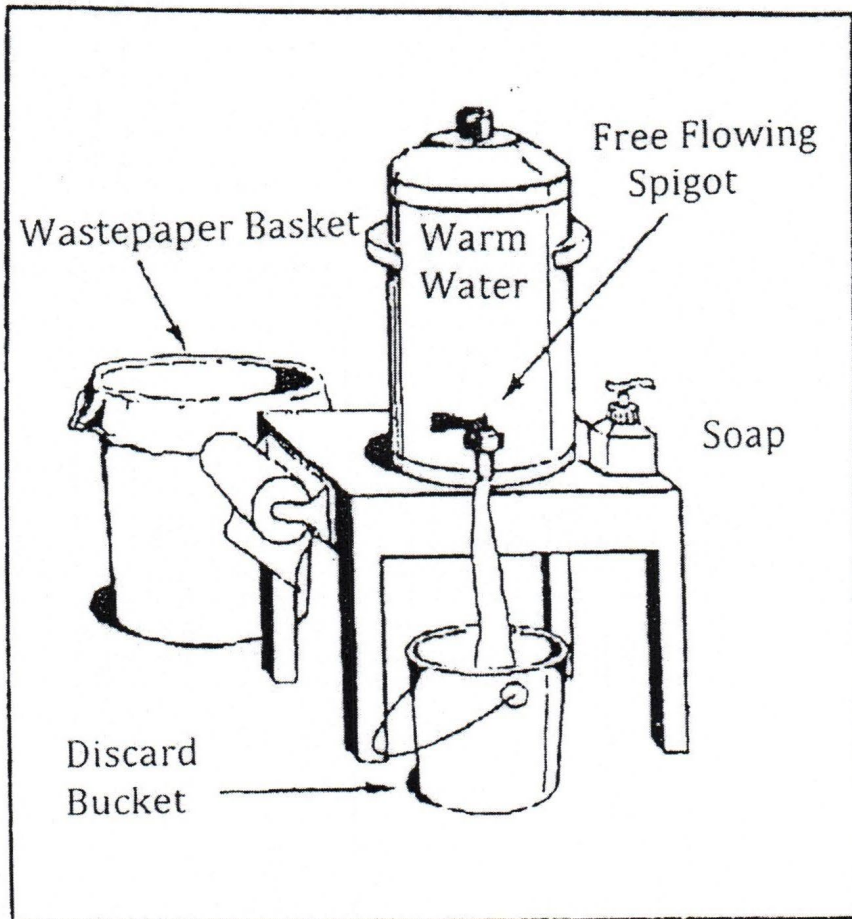
All coolers must have calibrated thermometers to monitor temperatures

If shellfish are offered, the associated shellfish tags must be kept on-site

Overhead protection of food prep/cooking surfaces is required

Leak-proof, covered containers for grease and oil waste are required and must be properly disposed of

## PROPER HAND WASHING STATION



## PROPER WASH, RINSE & SANITIZE STATION

