APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT  

(Part 1)

July 1, 2019

All vendors serving food and beverages to the public on a temporary basis are required to have a food service permit.

The Fee for a booth at a Temporary Event is $100.

There is no fee for volunteer or municipal non-profit organizations such as church, civic club, fraternity and/or, charitable groups or for food service establishments already licensed and inspected by the Wilton Health Department when participating non-profit or charitable fundraising events.

Please return the completed permit application to this office no less than 2 weeks prior to the event. A copy of the Temporary Food Service Requirements is enclosed for your reference.

FAILURE TO SUBMIT A COMPLETED APPLICATION IN TIME MAY RESULT IN EXCLUSION FROM THE EVENT.

NAME OF EVENT ________________________________

EVENT LOCATION ___________________________________________________________________________

BUSINESS/ORGANIZATION NAME ________________________________________________________________

Non-Profit Yes No

BUSINESS ADDRESS: _______________________________________________________________________

MAILING ADDRESS (If Different) __________________________________________________________________

APPLICANT’S NAME __________________________ PHONE ______________ FAX ______________

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CONTACT PERSON AT EVENT (QFO) _______________________________________________________________________

CELL PHONE __________________ E-MAIL ___________________________________________________________

LIST PRIMARY FOOD HANDLER(S) AT EVENT

1. ____________________________ 2. ____________________________

3. ____________________________ 4. ____________________________

DATE(S)/HOURS OF EVENT _______________________________________________________________________

DATE/TIME OF SET-UP _______________________________________________________________________

Application for Temporary Food Service Permit
(Part 2)

This section is also to be filled out by the Event Coordinator if operating a Food Booth.

1. List all food and beverage items to be prepared and served. Attach a separate sheet if necessary.
2. **NOTE:** any changes to the menu must be submitted and approved


2. Will all foods be prepared at the site?
   - [ ] Yes
   - [ ] No, food will be prepared at __________________________ which is a licensed food prep Facility

If prepared outside Wilton, the operator MUST provide a copy of the current license for the permanent food establishment where the food will be prepared.

3. Describe method used to maintain the proper temperatures of food.
   - [ ] During Transportation __________________________
   - [ ] That need refrigeration __________________________
   - [ ] That need to be kept hot __________________________

4. What equipment will be used to prepare food on site?


5. Identify sources for each meat, poultry, seafood, and shellfish item. Include the source of the ice.


7/1/19
6. Describe the number, location and setup of hand washing facilities to be used by the Temporary Food Establishment workers.

7. Describe where utensil washing will take place. If no facilities are available on site, describe the location of back-up utensil storage.

8. Describe how and where wastewater from hand washing and utensil washing will be collected, stored and disposed.

9. Where are the nearest rest room facilities?

10. Describe the number, location and types of garbage disposal containers at the Temporary Food Establishment.

11. Describe the floors, walls and ceiling surfaces, and lighting within the Temporary Food Establishment.

12. Describe how electricity will be provided to the Temporary Food Establishment (if applicable).

7/1/19
Drawing of Temporary Food Establishment

Please provide a drawing of the proposed layout of your Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, hand washing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers and customer service areas.

A complete application must include a copy of the current Food Service Establishment license from the licensing health department if not from Wilton.

Statement: I hereby certify that the above information is correct. I fully understand that any deviation from the above without prior permission from the Wilton Health Dept. may nullify final approval.

Signature: ___________________________ Date: ___________________________

FOR OFFICE USE ONLY:
Reviewed & Approved by: ___________________________ Date: ___________________________
Permit Restrictions:
____________________________________________________________________________
____________________________________________________________________________

DISAPPROVAL: ___________________________ DATE: ___________________________
Reason(s) for Disapproval:
____________________________________________________________________________
____________________________________________________________________________

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

TOWN ANNEX, 238 DANBURY ROAD • WILTON, CONNECTICUT 06897 • PHONE: 203-563-0174 FAX: 203-563-0148

July 1, 2019
BB
2019 Temporary Event Checklist

Applications must be Complete with all Required Documents, including Check to Town of Wilton for $100.00

Incomplete applications cannot be accepted.

_______ Temporary Event $100.00
_______ Wilton licensee No additional fee

Up-to-date documents required, check each one submitted.

_______ Application
_______ Current License
_______ Current QFO Certification
_______ Latest Inspection
_______ Menu
_______ Layout of booth/tent/truck
_______ $100 Check to Town of Wilton

07/09/19