



Town of Greenwich  
Department of Health  
Division of Environmental Services  
(203) 987-1001

Application for a **Temporary Food Service Operation**

( ) Single Event

( ) Multiple Event (2 or more times a year)

Fee \$ \_\_\_\_\_

**NOTE:** 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. Please fill out the application completely or it will be returned.

**Changes as of February 17, 2023:**

**\*Any applicant who is not from a non-profit organization will need to submit a copy of a current Certified Food Protection Manager certificate from an approved testing organization for the Person In Charge along with this completed form.**

**\*\* Written notification of the use of any of the 9 major food allergens must be made to advise consumers. These include: milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, sesame and soy. This applies to all types of food establishments.**

**\*\*\* A written procedure and clean up kit for responding to vomiting and diarrheal events must be available during the event. This applies to all types of food establishments.**

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

Date(s)/Time(s) of Event: \_\_\_\_\_

Full Address of Event Location: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

Food Vendor Trade Name: \_\_\_\_\_

Vendor's Full Address: \_\_\_\_\_

Name of Person In Charge (Certified Food Protection Manager, if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Alternate Person(s) in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

1. List all foods and beverages that will be served (include condiments)- attach a menu if necessary:  
\_\_\_\_\_  
\_\_\_\_\_
2. List how all foods will be stored and/or prepared along with food source (store, restaurant, etc.) prior to and during the event. How will foods be delivered?  
\_\_\_\_\_  
\_\_\_\_\_
3. How will foods be cooked onsite (include list of cooking equipment/methods to be used)?  
\_\_\_\_\_  
\_\_\_\_\_
4. Describe how cold food will be kept cold (below 41 degrees F)? (Examples: cooked, ready to serve meat, poultry, seafood, rice, vegetables, etc. – note equipment to be used)  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe how hot food will be kept hot (above 135 degrees F)? (Examples: cooked, ready to serve meat, poultry, seafood, rice, vegetables, etc. – note equipment to be used)

6. Describe available handwashing facilities.

7. Location of Toilet Facilities.

8. How will utensils, cutting boards, etc. be sanitized?

9. You must provide an adequate number of covered garbage receptacles that are located and emptied in such a way as to minimize odors, flies, etc. Please describe the arrangements you have made for garbage.

10. Please sketch out a layout of **your food booth** including equipment for cooking, hot/cold holding, handwashing facilities, refuse containers, distance to restrooms, etc. Attach a separate sheet if necessary.

\*For larger events with multiple food booths please include a layout of the entire site highlighting your location as well.

- Please consult with the Greenwich Building Department for all tents and electrical and plumbing connections (622-7755).
- Please consult with the Fire Marshall’s Office (622-3950) regarding any gas or grill type cooking equipment.
- Please consult with Parks and Recreation and the Office of Risk Management if the event takes place on town property.

I, the undersigned, hereby apply for a license to operate a Temporary Food Service Operation in the Town of Greenwich. If granted, I agree to abide by all provisions of State and local regulations regarding this operation.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT OF HEALTH APPROVAL

Application Approved: YES \_\_\_\_\_ NO \_\_\_\_\_

ENVIRONMENTAL HYGENIST \_\_\_\_\_ DATE: \_\_\_\_\_