



Joseph P. Ganim  
Mayor

City of Bridgeport  
**Department of Health & Social Services**  
**Environmental Health**

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## ORGANIZER OF TEMPORARY EVENTS APPLICATION

**OFFICE USE ONLY**

Date: \_\_\_\_\_

Temporary Event Application Fee: **\$100.00**

Inspection Fee: **\$250.00** X \_\_\_\_\_ (Inspectors per Day) X \_\_\_\_\_ (Days) = \$ \_\_\_\_\_

Cashier's Check # \_\_\_\_\_ Money Order: \_\_\_\_\_

Received by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

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

Payment by Money Order or Cashier's Check Only.

Inspector(s) /Date(s): \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

EVENT ADDRESS: \_\_\_\_\_  
ZIP CODE

DATE(S) OF EVENT: \_\_\_\_\_

NAME OF ORGANIZER: \_\_\_\_\_

NAME OF PERSON IN CHARGE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

PHONE(S): \_\_\_\_\_  
PRIMARY CELL OTHER

EMAIL: \_\_\_\_\_

Issuance of this permit shall not be permission to create or maintain any violation of the sanitary regulations and ordinance of the State of Connecticut and the City of Bridgeport. The undersigned agrees to comply with all such sanitary regulations and ordinances, attests that all information contained in this application is true, and agrees to all terms and conditions. A permit to hold event may be revoked at any time for reasons of non-compliance.

**THIS LICENSE IS NOT TRANSFERABLE. FEES NON-REFUNDABLE AND NOT PRORATED.**

Please make Cashier's Check or Money Order payable to Bridgeport Health Department

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Responsibilities of the Organizer**

- The event organizer is required to make proper application with the City of Bridgeport, Environmental Health Division at least 30 days in advance of the event (Pick up organizer application and temporary vendors applications).
- The organizer is required to distribute temporary vendor applications to all vendors, explain all requirements, collect and submit completed applications, along with payments, to the health department at least 14 days in advance of event.
- The organizer and health department inspectors will meet as necessary to properly prepare for the event. Vendors may also be asked to attend. The organizer is required to attend all meetings.
- The organizer must be available on the day of the event to escort the inspector through the venues for inspection and enforcement if necessary. A meeting time and location will be agreed upon by the inspector and organizer.
- If the inspector requests that a vendor modify operations, it must be done immediately.
- If food must be destroyed due to sanitary code violations, it must be destroyed onsite and witnessed by the inspector.
- If the vendor cannot demonstrate safe operation of the food booth, they must immediately begin dismantling all equipment and leave the site as soon as possible without issue.
- The inspector will have final say on all issues regarding the operation of the food booth. The organizer must support all decisions made by the inspector.

**Inspection Fees are based on the following:**

Total Fee = \$250.00 X (Inspectors per day) X (Days of Event)

The number of inspectors per day is determined on the following basis:

- 1-6 vendors require 1 inspector, per inspection, per day
- 7-12 vendors require 2 inspectors, per inspection, per day
- 13-18 vendors require 3 inspectors, per inspection, per day
- An additional inspector, per inspection, per day is required for each additional 6 vendors above 18 vendors.
- A vendor is considered to occupy a 10' X 10' area. Double booths or extensions of trucks or carts will be considered two separate vendors regardless of ownership.

No vendor additions will be permitted after completed applications are turned into the health department.

Please answer all questions below thoroughly, if a question does not apply, please enter "NA" into the space provided. A temporary event permit will not be issued if the application is incomplete.

**Vendor Roster:**

Name or title of this event: \_\_\_\_\_

Time event will begin and end: \_\_\_\_\_

Approximate time vendors will be ready for inspection: \_\_\_\_\_

Approximate number of guests expected: \_\_\_\_\_

Number of vendors in total scheduled to participate in the event: \_\_\_\_\_

Number of trucks or carts already licensed by the Bridgeport Health Department: \_\_\_\_\_

Number of trucks or carts licensed in a city other than Bridgeport: \_\_\_\_\_

Number of trucks, carts, or booths are currently unlicensed: \_\_\_\_\_

**Vendor Roster**

Please supply the following information for each vendor:

Name of Vendor Truck, Cart, or Booth	Truck / Booth	Select One	City
1. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
2. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
3. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
4. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
5. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
6. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
7. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
8. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
9. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
10. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
11. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
12. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Truck <input type="checkbox"/> Booth <input type="checkbox"/> Unlicensed	_____
13. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____

**Vendor Roster (continued)**

Name of Vendor Truck, Cart, or Booth	Truck / Booth	Select One	City
14. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
15. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
16. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
17. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
18. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
19. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
20. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
21. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
22. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
23. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
24. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____
25. _____	<input type="checkbox"/> Truck <input type="checkbox"/> Booth	<input type="checkbox"/> Licensed in Bridgeport <input type="checkbox"/> Licensed in another city <input type="checkbox"/> Unlicensed	_____

Using the numbers above, and the attached Vendor Site Plan, please indicate the location of each vendor and sketch the general layout of the site. Also include a landmark as a reference (ex. Front Entrance, Gate, etc.), and an accessible location of where you can meet the inspector on the day of the event.



## **Responsibilities of Temporary Vendors:**

The following equipment, utensils, and documentation are required for each vendor at their respective stations. This information is included in the temporary vendors application. It would be advantageous for the organizer to review each item with each vendor to assure proper application and expedite processing. Please be sure that vendor applications are accurate and complete before turning them into the health department.

- THE USE OF STERNO IS NOT PERMITTED. NO EXCEPTIONS**
- Calibrated Probe Thermometer, Alcohol Sanitizing Wipes, and air temperature thermometers in all refrigeration units.**
- Facilities to wash, rinse, and sanitize equipment and utensils (see attached).**
- Approved Sanitizer and Sanitizer Test Strips. Concentration: 100ppm for chlorine, and per manufacture's recommendation for quaternary ammonia.**
- Hand washing station with soap and paper towels (see attached).**
- Food dispensing utensils, non-latex gloves, hair restraints, and clean attire.**
- Certified Food Protection Manager Certificate, Food Handler Training Certificate(s) for all food workers/helpers, and personnel log for event.**
- Current food license and last inspection from Health Department who issued license.**
- All food workers/helpers at an event must take and pass the "Food Handler Course" online at [www.statefoodsafety.com/food-handler/bridgeport-connecticut-food-handlers-card](http://www.statefoodsafety.com/food-handler/bridgeport-connecticut-food-handlers-card). \$25.00 for Food Handler Class per person.**
- All cooking and hot holding equipment must be electrical, or gas powered. Charcoal may be used if approved by the Bridgeport Fire Department.**
- All cooking and hot holding equipment must be capable of thoroughly cooking food to a minimum internal temperature of 165°F, and hot holding food at a minimum internal temperature of 135°F.**
- All cold food must be held at 41°F or cooler and air temperature thermometers are required in all refrigeration units.**
- All menu items must be listed on the appropriate menu item sheet included in the vendor application. No add on items will be allowed after applications are submitted.**
- All foods must be from an approved source and be fully prepared in a governmentally licensed and inspected kitchen or prepared onsite by the vendor. No home prepared or cooked items are allowed.**
- If the vendor plans to operate from a booth, a plan of the booth must be submitted. The form is attached in the temporary vendor application.**

## Temporary Hand Washing Station



Paper Towel Holder with Paper Towels

5 Gallon (min) Water Container

Liquid Hand Soap Dispenser with Soap

Continuous Flow Spigot

Discard Bucket

## Temporary 3 Bay Sink

**1. WASH**

**2. RINSE**

**3. SANITIZE**



**FILL WITH DETERGENT AND CLEAN WATER**



**FILL WITH CLEAN WATER**



**FILL WITH SANITIZER AND CLEAN WATER**

**Fill your wash, rinse, and sanitize buckets about 2/3 full.**

**Check your sanitizer concentration levels with test strips to be sure the concentration is correct.**

**Chlorine: 100ppm (max) – 50ppm (min)**



**Quaternary Ammonia Compounds: Prepared to the manufacturer's requirements.**

**Keep sanitizing buckets in all areas that you need to wipe down. Keep the wiping cloth you use inside of the bucket of sanitizer when not in use. The cloth should either be in your hand or the bucket at any given time. Don't leave wiping cloths on counter tops.**

