



Joseph P. Ganim
Mayor

City of Bridgeport
Department of Health & Social Services
Environmental Health

999 Broad Street, Bridgeport, CT 06604
203-576-7474
203-576-7793
bridgeportct.gov/environmentalhealth

Ebony Jackson-Shaheed, MPH
Acting Director of Health
Tammy Papa, MBA
Acting Deputy Director of Operations
Audrey M. Gaines, BS
Deputy Enforcement Officer

Standard Operating Procedure for Temporary Events

Objective: To ensure that all food items brought to the events are inspected and safe to eat.

Procedure:

Temporary events are the events planned for one or several days. The Event Planner must register with the Environmental Health Office 30 days prior to the event. If there's going to be food vendor (s) the food must be inspected according with the code/ordinance for safe and healthy food consumption for the public The Event Planner must provide portable toilets. The Organizer & Vendors are responsible for making all necessary arrangements with the Police Dept and any other City agency.

The participating food vendors participating in the event must register with the department and comes with:

- Floor plan layout of food booths/trucks and handwashing facilities.
- Provide copy of menu.
- Vendor's or business license if out of city
- Qualified Food Manager (QFM) ServSafe Certificate & Food Handler Certificate
- Booth size should be 10'x10'; double booth, double the fee.

Fees:

- \$125.00 for the Temporary Vendor License per each day.
- \$25.00 for Food Handler class per person.
- \$250.00 for inspection by Environmental Health Sanitarian/Inspector per day. 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.
 - 1 additional inspector, per inspection, per day is required for each additional 6 vendors above 18 vendors.

The Temporary Vendor License will be issued the day of the event. Inspector (s) will go to the event with the list of the vendors and the food list to inspect.