



Central Connecticut Health District

TO: Sponsoring agency of events where food will be served

You, as the sponsoring agency for an event where food will be available to the public, are required to organize the food vendors by submitting a list of all participating food vendors to CCHD (form attached) along with each vendors completed Temporary Food License application and fee. Incomplete applications cannot be processed.

The applications must be submitted to CCHD at least 14 days prior to the event. This allows time to process the applications to assure that foods being prepared and served to the public are safe.

If an application is approved, the vendor is approved only for foods identified in the application and for food safety methods identified in the application packet (handwashing station, hot and cold holding methods, proper food holding temperatures etc.).

Inspections may be made on the first day and during the event if the event lasts multiple days. If an inspection reveals different food items or food safety measures identified in the application are not followed, the vendor will not be allowed to operate and will have the opportunity to correct any deficiencies before opening for service.

Please Note: If a vendor is not currently licensed by CCHD as an Itinerant, they must submit a completed Temporary Food License application.

If you have any questions, please reach out. Applications can also be found on our website <https://www.ccthd.org/>. Thank you for your anticipated cooperation.

