



Town of Darien
Health Department

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Application for Approval of Temporary Event
Event Coordinator

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

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

Location: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Non-Profit [ ] Yes [ ] No

Event Coordinator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

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

Number of Food Vendors: \_\_\_\_\_ Expected Daily Attendance: \_\_\_\_\_

List Names and Contact Info of all Food and/or Beverage Vendors:

Name Address Number Email

Table with 4 columns: Name, Address, Number, Email. Multiple empty rows for data entry.

Please provide a drawing of proposed layout for the entire event showing the location of food booths, restrooms, trash receptacles, hand washing facilities, potable water supply, electrical sources, etc.

Certification:

I hereby certify that the above information is correct to the best of my knowledge and agree to the guidelines provided by the Darien Health Department.

Signature: \_\_\_\_\_

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

For Office Use Only:

Application Reviewed & Approved By: \_\_\_\_\_

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

# *Safe Food Handling Practices at Temporary Food Service Events*

## DARIEN HEALTH DEPARTMENT

• PLEASE POST IN YOUR FOOD SERVICE AREA DURING THE EVENT •

1. Maintain cold foods at 41° or less and hot foods at 135° or above. Foods outside of this temperature range for more than four hours could become hazardous and should be discarded.

2. Adequate refrigeration is required. Replenish ice often if used to maintain cold foods.

3. Heat up foods quickly on an approved stovetop, in a microwave, on a grill or other approved re-heating device. Do **not** use crockpots or steam tables to heat foods.

### 4. **WASH YOUR HANDS FREQUENTLY!!**

- Before Starting Your Shift - After Using The Restroom - After Smoking

- In Between Handling Food and Money - In Between Handling Raw and Cooked Foods.

5. Keep an adequate supply of disposable gloves on site to handle ready-to-eat foods. Change gloves frequently. **DO NOT WEAR GLOVES WHEN HANDLING MONEY!**

### 6. **MINIMUM cooking temperatures are as follows:**

- Poultry, Stuffing, Reheated Foods, Stuffed Meat, Fish, Pasta - 165°

- Pork, Pork Products, Beef 145°, Eggs 145°

- Ground Beef, Hamburgers - 158°

7. Use a probe thermometer to check food temperatures often. Sanitize the thermometer after each use with a sterile alcohol swab.

8. Sanitize all food contact surfaces (tables, counters, etc.) with a solution of 1 teaspoon bleach to 1 gallon of water at the beginning and end of the day, and every **four (4)** hours in between. Keep an effective sanitizing solution available during all hours of the event. Maintain towels in sanitizer between uses.

9. No homemade foods allowed. All foods must be prepared on-site or in a licensed facility.

10. Keep minimal amounts of food out at any time. Keep foods covered.

11. Do not work if ill, especially if you are experiencing vomiting and/or diarrhea!

12. Do not thaw foods outside or at room temperature. Thaw overnight in a refrigerator. Do not refreeze foods that have been thawed.

13. Do not re-use foods leftover from the previous day. Discard any leftover foods.

14. Utensils (tongs, spatulas, etc.) must be washed, rinsed and sanitized at least every **four (4)** hours. Provide an adequate supply of extra utensils.