



## Town of New Canaan

Health Department

77 Main Street, New Canaan, Connecticut 06840

Phone: 203-594-3035 Fax: 203-594-3121

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# Health Department Requirements For Temporary Events

All caterers who are planning on providing their services will need to complete the following documents and submit them to the New Canaan Health Department for review **no later than 2 weeks prior to the scheduled event.**

**Failure** to get these documents to the health department on time **will incur** an additional **\$50 late fee** and may result in cancellation of your event.

Completed applications which must include all items on the list below may be dropped off (77 Main Street – lower level), or emailed ([chris.wegrzyn@newcanaanct.gov](mailto:chris.wegrzyn@newcanaanct.gov) or [debra.katz@newcanaanct.gov](mailto:debra.katz@newcanaanct.gov)).

- Completed temporary food event application.
- Copy of qualified food operator license with matching photo id.
- Commercial kitchen license.
- Copy of menu.
- \$75 fee, check made out to Town of New Canaan.



# Town of New Canaan

Department of Health

77 Main Street, New Canaan, CT 06840

Phone: (203) 594 – 3035 Fax: (203) 594 – 3125

[www.newcanaan.info/health\\_dept\\_main.html](http://www.newcanaan.info/health_dept_main.html)

## Temporary Food Permit Application

Applicant Name (Please type or print clearly) Applicant phone # Cell #

Applicant Mailing Address Email Address

Person in Charge of Booth Organization/Business Name

Event Name Event Location

Event Coordinator Coordinator phone # Cell #

Event Date Event Hours

| # | Food/Beverage Items | Where Purchased | Off-site Prep** | Hot Holding? | Cold Holding? |
|---|---------------------|-----------------|-----------------|--------------|---------------|
|   |                     |                 |                 |              |               |
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\*\*If off-site preparation is selected, you must use an approved (permitted) kitchen facility. Home prepared food CANNOT BE SERVED at events open to the public.

Name of Permitted Kitchen Address of Kitchen Phone #