

**CITY OF WEST HAVEN, CONNECTICUT
DEPARTMENT OF HEALTH**

JOHN M. PICARD
Mayor



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**WEST HAVEN HEALTH DEPARTMENT
TEMPORARY FOOD EVENT
APPLICATION GUIDELINES**

• **ORGANIZER'S APPLICATION**

An organizer of an event with multiple food booths will submit the four page Organizer's Application. This includes general information (page 1), a list of food vendors participating in the event (page 2), a plot plan of the event grounds (page 3), and a list of facilities or services being provided (page 4).

• **FOOD BOOTH OPERATOR'S APPLICATION**

An application for each individual food booth will be submitted by the food booth operator. This application consists of general information (page 1), information on food and equipment (page 2), a plan of the food booth (page 3), and a detailed menu list (page 4). If an organizer intends to also operate a food booth, the food booth operator's application must also be completed for the organizer's food booth(s).

• **SINGLE BOOTH**

In the case where the organizer is operating the only food booth at the event, the detailed organizer's application may not be required.

• **APPLICATION SUBMISSION**

All applications for temporary food events should be submitted to the Health Department at least 30 days prior to the event. This will allow time for review of the applications and meet with participants regarding their submissions and health requirements.

• **FOOD SAFETY TRAINING**

The West Haven Health Department is available to provide food safety training for your event supervisors and staff. Please take advantage of this.



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