



**TOWN OF MANCHESTER  
HEALTH DEPARTMENT  
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Telephone 860-647-3173 • Fax 860-647-3188**

TO: Matthew Geary, Superintendent of Schools  
FROM: Maryann Chemiak Lexius  
DATE: August 2014  
SUBJECT: **Temporary Food Events at School Facilities**

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The Manchester Health Department, in conjunction with the Superintendent's Office has compiled a guidance document for people who wish to serve food at a school or BOE temporary event. This guidance document is intended as an aid to determine if a Temporary Food Service License from the Health Department is required.

The document consists of:

- Definitions of common Health Department terms
- A decision matrix to determine whether a Temporary Food License is required
- Temporary Food Event Assessment Form

If there is any question as to the need of a Temporary Food License contact the Health Department for clarification.

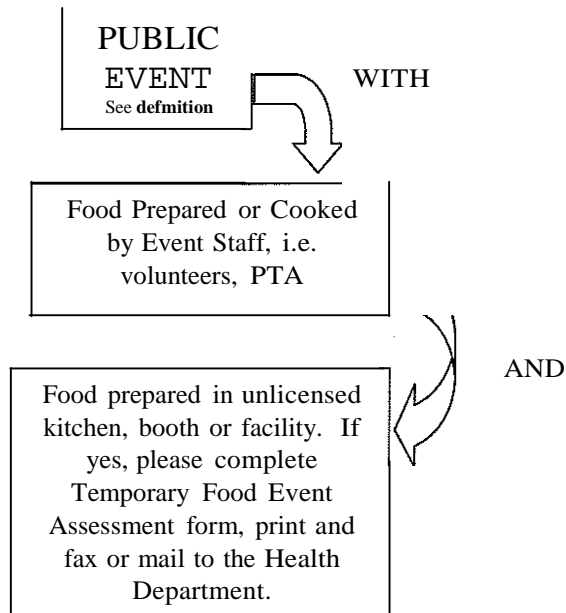
In order to streamline the application, the Temporary Food Event Assessment Form is available electronically at [www.townofmanchester.org](http://www.townofmanchester.org). Click on Health Department from the A to Z Department Listing tab, and then choose Forms from the left menu. You can complete the form online, print it and either fax or mail it to the Health Department. Once the form is received and reviewed by the Health Department Staff and all requirements are satisfied, the event will be approved and the form signed by the inspector. This form will act as the license and will be sent directly to the applicant. There is no fee for temporary food event licenses at school facilities.

Please be advised the Health Department requires applications two weeks prior to the event. Do not hesitate to contact the Health Department at 647-3173.

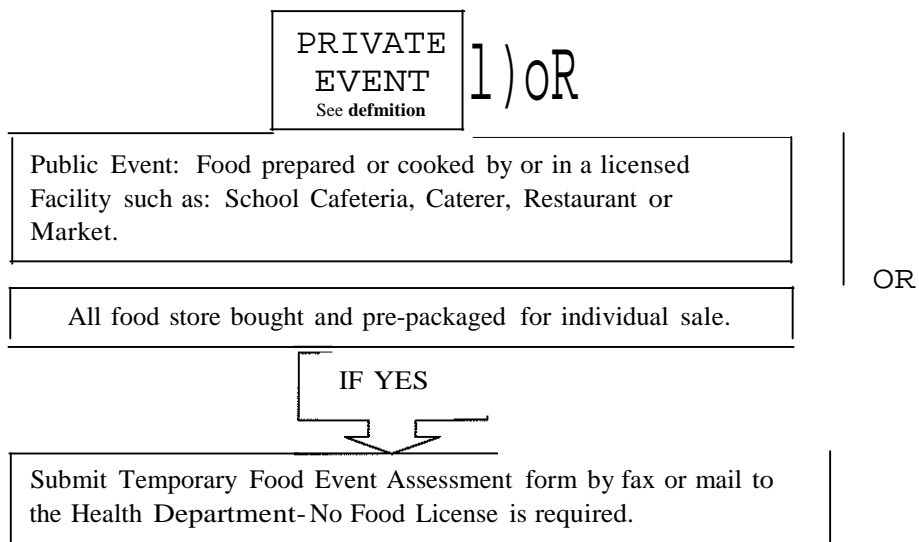
## Definitions

- I. **Public Event**- An event where all citizens are welcome and food is available. Ticket sales or advertisement of the event to attract individuals may occur. These events include sporting events and fundraising activities where food is sold or made available.
2. **Private Event** -Event closed to the public, with a limited number of attendees, such as a classroom birthday, theme or office party.
3. **Temporary Event** -Food service establishment that operates at a fixed location for a temporary period of time less than or equal to 14 days, such as a festival, exhibition, carnival or similar transitory gathering.
4. **Licensed Kitchen/Facility**- Any facility licensed by a Connecticut Local Health Department or Connecticut Department of Consumer Protection.
5. **Qualified Food Operator**-A person possessing a certification from a state approved testing organization, demonstrating knowledge in safe food handling practices.
6. **Non-potentially hazardous food**- Fruit pies, dry goods, cereals, dehydrated foods and most baked goods. Foods that do not require hot or cold temperature holding. Examples are cookies, cakes, popcorn, and candy.
7. **Potentially hazardous food**-Foods which contain milk, eggs, meat, fish, poultry, shellfish, or any other ingredient capable of supporting rapid growth of infectious or toxigenic microorganisms. Foods that require hot or cold temperature holding.
8. **Caterer**-Business involved in sale or distribution of food prepared in one location for service at another of which involves preparation and service of food on public or private premises not under control of the operator of such food service.
9. **Disclaimer**-Food provided at this event have been prepared in a home kitchen. Foods prepared in home kitchens shall be clearly indicated with the following statement: Home kitchens are not licensed or inspected by the Local Health Department in accordance with Public Health Code regulations. There is no assurance these foods were prepared in a manner consistent with the requirements of the public health code.
10. **Events requiring Health Department license** – Serving food to the public with food preparation outside of a licensed kitchen/facility.
- II. **Food preparation**-All forms of food handling prior to service to the public. This may include food assembly (making sandwiches, salads, ice cream sundaes and bagging snacks) and any cooking processes.
12. **Pre packaged items** – any items that are commercially packaged for individual consumption such as snacks, fruit cups, store wrapped sandwiches and wrapped ice cream.

## Conditions Requiring a Temporary Food License



## Food Events Exempt from Temporary Food License



## Pot Luck Events

Contact Health Department  
All Pot Luck Events are  
case by case

Please consult definitions in the guidance document to assist in your decision making or contact the Health Department at 647-3173. Our fax number is 647-3188.

## Board of Education Temporary Food Event Assessment Form

**\*Application must be received 30 days prior to event\***

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

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

Contact Name: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Food Items to be served:

### Food to be prepared in/by:

Licensed Kitchen, Where: \_\_\_\_\_

Caterer, -Name and Address: \_\_\_\_\_

Restaurant- Name and Address: \_\_\_\_\_

Market- Name and Address: \_\_\_\_\_

Cook/Prep in Temporary Kitchen: (i.e. Food Booth)

\*\* If setting up a food booth please provide a location and sketch of the booth (on the back).

If submitting by email, please bring sketch on the back of your original form.\*\*

Board of Education Approval \_\_\_\_\_

Event requires approval of Health Department \_\_\_\_\_

Event approved:    Y            N

Inspector Signature \_\_\_\_\_

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