

# CROMWELL FARMERS MARKET

## HEALTH DEPARTMENT PROCEDURES

---

**All food vendors are to complete a food service application for the Health Department.**

- “Food Service” includes the dispensing or sale of any food or food products.
- Application to include: copy of current food license from any town **and** a copy of last inspection.
- Copy of QFO/Serve Safe Certificate for Class III and IV.
- Single day Market fee:           \$50.00
- Market season fee based on vendor class:
  - Class I                       \$100.00
  - Class II                      \$125.00
  - Class III                     \$150.00
  - Class IV                     \$200.00
- Farms are exempt.
- A completed application may be emailed to: [Afletcher@cromwellct.com](mailto:Afletcher@cromwellct.com)
- Fees paid prior to event.
- Application must be approved prior to participating in any event.

Completed application along with fee and documentation must be submitted **five (5) work days prior** to the event. This requires all applications be submitted **NO LATER THAN** Monday, noon for the following Friday’s Farmer’s Market. A Food License is required of **ALL** food vendors to participate in the Cromwell Farmer’s Market.

Attached:       Health Department application for a Seasonal License

Contacts:       Market Manager: (860) 614-8727 – [CromwellFarmersMarket@comcast.net](mailto:CromwellFarmersMarket@comcast.net)

Cromwell Health Department: (860) 632-3426

Cromwell Police Department: (860) 635-2256 ext. 13

**TOWN OF CROMWELL  
HEALTH DEPARTMENT  
41 WEST STREET  
CROMWELL, CT 06416  
Phone: 860-632-3426 Fax: 860-632-3477**

**SEASONAL  
FOOD SALES APPLICATION**

Name of Organization:

Address of Organization:

Event: **SEASONAL**

Place of Event:

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

Please PRINT name, address and phone number of responsible individual for food at event:

Name:

Address: City, State and Zip:

Signature of Primary Contact: Date:

Email Address: Telephone Number:

Temporary Food Service:

No food preparation, individual portions or samples

Food preparation, individual portions or samples

Concession stand – Civic/Non-Profit Group

Churches and Non-Profit Groups:

Farmer's market vendor--non-farmer--No food prep, no individual portions or samples

Farmer's market vendor--non-farmer--WITH food prep, individual portions or samples

Farmer's market vendor--farmer selling farm products

**\*NOT-FOR-PROFIT STATUS REQUESTED – (Fee Waived). The above temporary food service establishment is operated by a non-profit organization exempt from federal taxes AND exempt from local real estate and personal property tax. IRS and/or State of CT Department of Revenue Services determination letter(s) may be requested with this application.**

List complete menu and sources of food product.

How will perishable foods be transported and held until used?

Where and how will foods be prepared and held until served?

What facilities exist that will be used for:

- a. Equipment & Dishwashing:
- b. Hand Washing:
- c. Refuse Disposal:
- d. Fly Control:
- e. Lavatories – Public & Workers:

\*Attached Inspection Form

## **BASIC FOOD BOOTH REQUIREMENTS** **FOR SEASONAL EVENTS**

KEEP FOODS AT SAFE TEMPERATURES:  
HOLD ALL COLD FOODS BELOW 45°F  
HOLD ALL HOT FOODS OVER 140°F  
REHEAT FOODS TO 165°F  
COOK ALL FOOD BEING PREPARED TO MINIMUM TEMPERATURE

POULTRY 165°F, PORK 150°F, BEEF 140°F, GROUND BEEF 155°F,  
ALL OTHER FOODS 165°F

WASH HANDS FREQUENTLY AND USE GLOVES/OR UTENSILS WHEN  
DISPENSING FOOD

SANATIZE UTENSILS AND CUTTING BOARDS (USE BLEACH SOLUTION)

DO NOT CROSS CONTAMINATE (SEPARATE RAW & COOKED FOODS)

USE UTENSILS — NOT YOUR HANDS

KEEP FOODS COVERED

DO NOT EAT WHILE WORKING

WEAR HAIR RESTRAINTS/HATS WHEN PREPARING FOODS

DO NOT WORK IF YOU ARE ILL

WASH HANDS AFTER USING RESTROOM

# INSPECTION FORM

## SEASONAL - FOOD EVENTS

### CROMWELL HEALTH DEPARTMENT

CHECKLIST	REQUIRED	PROVIDED
Probe Thermometer Available	X	
Cold Holding (type) Coolers/Refrigeration	X	
Hot Holding (type) Grills/Warmer	X	
Plastic Wrap	X	
Hand wash (type) as shown	X	
Extra Utensils/approved containers	X	
Washing of utensils	X	
Cleanable counters – tables	X	
Disinfections – Bleach – 50 P.P.M.	X	
Wastewater disposal	X	
Grease disposal	X	
Garbage containers & disposal	X	
Paper towels available and used	X	
Clean outer garment	X	
Food/Paper & Plastic Goods off ground	X	
Light Shields	X	
Rules posted – enclosed	X	
Log sheet below	X	
Floor/roof covering - tents	X	