



Farmington Valley Health District

95 River Road, Suite C ▪ Canton, CT 06019 ▪ Phone (860) 352-2333 ▪ Fax (860) 352-2542

Avon • Barkhamsted • Canton • Colebrook • East Granby • Farmington • Granby • Hartland • New Hartford • Simsbury

Event Coordinator/Sponsor Notification of Temporary Event

If your organization and/or business will be sponsoring an event at which foods and/or beverages will be served to the public, please submit this completed form to the FVHD at least 3 weeks before the planned event.

The name and contact information for each food and/or beverage vendor must be included. Please be aware that **ALL** food and/or beverage vendors are required to complete a separate Application for Temporary Food Service Permit.

Please advise your vendors that Temporary Food Service Permit applications and fees must be submitted to the FVHD by vendors at least 14 days prior to the event. Applications may be obtained from the FVHD or are available on our website at www.fvhd.org.

Name of Event: _____

Event Location: _____

Date(s) of Event: _____ Hours: _____

Event Coordinator/Sponsor: _____ E-mail: _____

Phone: _____

Food Coordinator: _____ E-mail: _____

Phone: _____

Peak Attendance Expected: _____

- A scaled map must be provided with this application, which shows the number and location of the following items:
 - ✓ Food Booths-Numbered
 - ✓ Food trucks/ice trucks/refrigeration trucks
 - ✓ Public Toilets
 - ✓ Hand washing facilities
 - ✓ Dumpster/garbage cans
 - ✓ Water supply/private well (if applicable)
 - ✓ Electricity hook ups (if applicable)

Signature of Coordinator: _____ Date: _____

