



North Central District Health Department

- ☐ Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- ☐ Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
- ☐ Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034
- ☐ Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

March 31, 2017

Dear Temporary Event/Farmers' Market Coordinators:

Even though it feels like winter, the season for temporary events, markets, carnivals, fairs and celebrations is coming quickly! We know how important these events are for bringing communities together and we wanted to take this opportunity to remind you about some key components while you are planning your event(s).

Timelines: Completed applications and appropriate fees are required to be received in one of our offices at least 2 weeks in advance of the event date. The reason for this is to ensure a thorough review of proposed menus and food handling processes in advance of the event to allow for changes or corrections to be made, if needed. In addition, we need to schedule staff to work evening and weekend hours, so ample time to coordinate schedules is important. For this reason, there will be no waiving of late fees. In addition, applications that are received within 1 week of the event may not be able to be processed and reviewed. We are receiving more applications closer to the date of the event and we cannot conduct a thorough review in these cases. Please work with us to get your applications in as far in advance of the event as possible so we can ensure that food is handled safely. Another benefit will be that your permit will be secured in advance and you can focus on the other tasks needed to get ready for the event.

Fees: In previous years, we frequently waived fees for many non-profit groups and organizations upon request. However, due to a continued reduction in funding from the state and the increased number of events, we will no longer be able to waive fees. Town Departments and Public Schools will continue to be exempt from fees.

If you have any questions, please do not hesitate to contact Deb Caronna, who directs the Food Safety Program for the Health District. She can assist with many suggestions on how to provide a simple menu with safe food at a minimal cost.

We look forward to working with you to make your event a success!

Sincerely,

Patrice A. Sulik, MPH, RS
Director of Health