



Town of New Canaan

Health Department

77 Main Street, New Canaan, Connecticut 06840

Phone: 203-594-3035 Fax: 203-594-3121

Health Department Requirements For Temporary Events

All caterers who are planning on providing their services will need to complete the following documents and submit them to the New Canaan Health Department for review **no later than 2 weeks prior to the scheduled event.**

Failure to get these documents to the health department on time **will incur** an additional **\$50 late fee** and may result in cancellation of your event.

Completed applications which must include all items on the list below may be dropped off (77 Main Street – lower level), or emailed (chris.wegrzyn@newcanaanct.gov or debra.katz@newcanaanct.gov).

- Completed temporary food event application.
- Copy of qualified food operator license with matching photo id.
- Commercial kitchen license.
- Copy of menu.
- \$75 fee, check made out to Town of New Canaan.