

## TEMPORARY EVENTS PROCEDURES/REQUIREMENTS

- **FEES:**

	<u>FOR PROFIT</u>	<u>NON-PROFIT</u>
<b>1 DAY</b>	<b>\$50</b> ( <b>\$35 with existing WHHD permits</b> )	<b>\$25</b> <b>No fee (with existing WHHD permit)</b>
<b>2-14 DAYS</b>	<b>\$100</b>	<b>\$50</b>
<b>SEASONAL</b>	<b>\$300</b>	<b>\$300</b>

***NON-PROFITS-MUST SHOW PROOF***

- ESTABLISHMENTS, AND ITINERANT VENDORS NOT LICENSED WITH WEST HAVEN ARE REQUIRED TO PAY INDIVIDUAL FEES. THESE ESTABLISHMENTS AND VENDORS MUST SUBMIT A COPY OF THEIR CURRENT OUT-OF-TOWN FOOD LICENSE, IN ADDITION TO THE TEMPORARY EVENT APPLICATION.
- ITINERANT VENDORS WITH WEST HAVEN FOOD LICENSES ARE NOT CHARGED A FEE, BUT MUST BE LISTED ON THE EVENT APPLICATION AND COMPLETE THE REQUIRED APPLICATION INFORMATION.
- FIRE AND BUILDING DEPARTMENTS MUST BE NOTIFIED OF EVENTS AND SIGN OFF ON THE PERMIT.
- FEES WILL NOT BE WAIVED UNLESS THE CITY COUNCIL PROVIDES SUCH WAIVER IN WRITING.
- VENDORS WHO HAVE NOT APPLIED FOR A PERMIT 10 BUSINESS DAYS PRIOR TO THE EVENT WILL BE CHARGED A LATE FEE OF \$50 AND MAY BE ASKED TO LEAVE IF REQUIREMENTS ARE NOT MET. VENDORS WHO CANCEL TEMPORARY EVENT WITHOUT NOTIFYING THE HEALTH DEPARTMENT WILL BE CHARGED A FEE OF \$100.