

## **Requirements and Information about use of the Kitchen Facility**

### **Licenses and Permits**

The kitchen was inspected and certified on May 16, 2008 by Glen Bogdoin, North East District of Health (NEDH). The kitchen is certified for food service when prepared as part of a town sponsored event. Other organizations serving food to the public must have their own food service/catering permit or obtain a temporary 1-day food service permit.

Not-for-profits selling tickets for food and/or serving the public must obtain a (free) NEDH temporary permit. Commercial users cost for a 1-day permit is \$31. Private parties, organization potlucks, not for sale, members only events do not need permits. Organizations should have a certified food handler on hand for oversight. Free training is available several times a year at NEDH

Food for public events must be prepared on site or in a certified kitchen elsewhere. Food cooked on site must be cooked and immediately served, no cooling and reheating.

Disposable gloves should be used when handing or serving food.

### **Sinks & Washing**

Please note and comply with the signs indicating: "Food Prep Only. No hand washing."  
Handwashing should occur at the handwashing sink or in the restrooms.

Please do not dispose of grease down sink drains.

### **Outside Gas Grill**

If you plan to use the outside gas grill, you must provide your own propane and grilling utensils. To avoid fire hazard, grills must be placed in the designated area outside the lower level. Please look for the outdoor signs indicating designated area. Please do not use the grill indoors.

### **Caterers**

If you will be using a caterer, please consider using one who has been "approved" by the Hampton Recreation and Community Activities Commission.

If you wish to use another caterer, please contact the Recreation and Community Activities Commission for approval.

### **Equipment**

You must supply your own pots, pans, utensils, paper goods, dinnerware and glassware. As there is no dishwasher, please plan to finish the final washing of dishes off site.

No deep fat cooking is allowed on the premise and no such equipment may be brought in.

## **Clean-up**

Whether or not you have chosen the option of purchasing kitchen cleaning, please:

1. Make sure all food including leftovers, is removed from the kitchen area and refrigerator.
2. Clean up any large spills
3. If you have used the grill, please dispose of grease drip pan, clean grill grates and any spills on body of grill. Once the grill is cool, remove the propane tank and return grill to original location inside the lower level of the building.
4. When you arrived, you should have lined the on site garbage cans with heavy plastic liners. At the completion of your event, please remove all trash and take with you. Please do this even if you have opted to purchase the cleaning service.

If you have ***not*** purchased the cleaning service for the kitchen, in addition to the above, please wipe down all sinks and surfaces with a 5% bleach solution (provided on site) and mop the floor. Clean-up instructions are posted in the kitchen area.

## **Approved Caterer List for the Hampton Community Center**

### **The Vanilla Bean**

Pomfret, CT

contact Barry Jessurun.

e-mail : [info@thevanillabeancafe](mailto:info@thevanillabeancafe)

phone : 860-928-1562

<http://www.thevanillabeancafe.com>

### **A Catered Affair**

199 Old Hartford Rd 8-B

Cochester, CT 06415

PHONE:(860)537-8112

FAX: (860)537-8116

E-MAIL ~ [acateredaffairct@aol.com](mailto:acateredaffairct@aol.com)

<http://acateredaffairct.com>

### **The Harvest Restaurant**

Pomfret CT

860-928-0008

<http://www.harvestrestaurant.com>