Application for One Day/Temporary Food Permit

PERMIT FEE: $50.00/day (No Charge for Non-Profit Organizations)
Application fee is non-refundable – make checks payable to “Town of Northbridge”
Late Fee: $25.00 (Applications received LESS than 14 days PRIOR to event)
No applications received within 48 hours of an event will be accepted.

EVENT INFORMATION:
Name of EVENT: ____________________________________________
EVENT Location: ____________________________________________
Date(s) of EVENT: __________ Rain Date(s): __________ Expected # of patrons: ______
EVENT Hours of Operation: __________ EVENT Set Up (Date & Time): __________
EVENT Contact Person (Name & Phone #): ____________________________

EVENT UTILITIES:
Will Electricity be provided to Food Booths? YES NO
Describe Potable Water Supply: _________________________________
Describe means for Wastewater Disposal: _______________________
Describe means for Garbage Disposal & Collection: ________________

FOOD VENDOR INFORMATION:
Name: ____________________________ Phone #: ______________________
Mailing Address (Location to which food permit is to be mailed): __________________________

Food Booth Structure: Booth Tent Food Cart Other: ___________
(If you are a Mobile Food Truck – DO NOT USE THIS APPLICATION.
You MUST complete the Mobile Food Truck permit application)

Hand-washing facilities available at booth? YES NO (If no, please explain method of hand-washing):

Will Gloves be available for use by your employees? ___________ # of Employees: ____________
Disposable gloves & hand sanitizers can provide an additional barrier to contamination but are NOT a substitute
for handwashing.

Do you have immediate access to a dishwasher or 3-compartment sink? ________________
If not, please explain method of cleaning utensils and equipment: _______________________

Utensils must be cleaned or replaced every 4 hours! Separate utensils must be utilized for handling raw and cooked animal
foods during the cooking process!!

Type of Sanitizer you will be using: _______________ (Sanitizer test kit must be available for use at food
booth) All food contact surfaces must be sanitized and kept clean at all times.
FOOD PREPARATION:

Menu – Attach or list ALL food items to be served at EVENT: 

Will all foods be prepared at the event in the temporary food service booth?

_____ YES   Fill out Section B below  _____ NO   Fill out Sections A and B below:

SECTION A: At the approved kitchen
(You MUST attach copy of food permit and agreement for use of another licensed food establishment along with their MOST RECENT Inspection Report)

List each potentially hazardous food item, and for each item check which preparation procedure will occur.

<table>
<thead>
<tr>
<th>FOOD</th>
<th>Thaw</th>
<th>Cut/Assemble</th>
<th>Cook</th>
<th>Cool</th>
<th>Cold Holding</th>
<th>Reheat</th>
<th>Hot Holding</th>
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SECTION B: At the booth:

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FOOD PROTECTION, TRANSPORTATION & STORAGE

Describe measures to protect food and maintain temperature (HOT and COLD) during transportation from approved kitchen to event booth: 

__________________________________________

__________________________________________

__________________________________________

Describe measures to protect food and maintain temperature (HOT and COLD) while in storage at event booth:

__________________________________________

__________________________________________

__________________________________________

Describe measures to protect food and maintain temperature (HOT and COLD) during display at event booth:

__________________________________________

__________________________________________

__________________________________________

**Food grade thermometers MUST be on-site to verify hot and cold temperatures.**
Water and Ice MUST be from an approved source – list source(s): __________________________

Ice used for cold storage of food products MUST NOT be dispensed for consumption to consumer
Packaged foods may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, its container or its positioning in the ice or water – Unpackaged food may not be stored in direct contact with un-drained ice.

Explain how food stored in ice will be adequately protected from melting water? __________________________

How will FROZEN foods be thawed, if necessary, prior to service? __________________________

Food source(s) – please list all locations at which food will be purchased for this event: ______________

No foods made in a RESIDENTIAL KITCHEN shall be allowed at any temporary food event!
(Exception: Bake Sale items such as cookies, brownies, or cakes)

***IMPORTANT NOTICE***

Unless only NON-Time/Temperature Control for Safety Foods (TCSs) are to be served, this Temporary Food Establishment must be overseen by an individual certified in food safety and sanitation.

You MUST provide copy of certification with this application.

☐ Food Manager Certification is attached.

☐ Allergen Awareness Certification is attached.

☐ Food Manager Certification is NOT attached – we will NOT be preparing any TCS foods.

I certify by signing this application that I have received and read the Massachusetts Department of Public Health “Are You Ready?” checklist for Temporary Food Establishment Operations, and that I am familiar with 105 CMR 590.000 Minimum Standards for Food Establishments and that the described establishment will be operated and maintained in accordance with the regulations.

________________________________________  ________________________________
Date                                             Signature of Food Vendor Applicant
Massachusetts Department of Public Health
Food Protection Program
Temporary Food Establishment Operations

Are You Ready?

Use this guide as a checklist to verify compliance with MA food safety regulations.

☐ Application
Submit a completed temporary food establishment application to the Local Board of Health a minimum of 14 days prior to the event.

FOOD & UTENSIL STORAGE AND HANDLING

☐ Dry Storage
Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.

☐ Cold Storage
Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.

☐ Hot Storage
Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.

☐ Thermometers
Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.

☐ Wet Storage
Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.

☐ Food Display
Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.

Post consumer advisories for raw or undercooked animal foods.

☐ Food Preparation
Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.

Protect all storage, preparation, cooking and serving areas from contamination.

Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

PERSONNEL

☐ Person in Charge
There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.

☐ Handwashing
A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted.

☐ Health
The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

☐ Hygiene
Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.
### CLEANING AND SANITIZING

- **Warewashing**
  A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

  The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.

- **Sanitizing**
  Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.

- **Wiping Cloths**
  Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

### WATER

- **Water Supply**
  An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

- **Wastewater Disposal**
  Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled “Wastewater” shall be provided in the booth.

### PREMISES

- **Floors**
  Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.

- **Walls & Ceilings**
  Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.

- **Lighting**
  Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.

- **Counters/Shelving**
  All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.

- **Trash**
  Provide an adequate number of cleanable containers inside and outside the booth.

- **Restrooms**
  Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.

- **Clothing**
  Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

### Need more information on food safety and MA food regulations

- [www.mass.gov/dph/fpp](http://www.mass.gov/dph/fpp)  Retail Food Information
- [http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html](http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html)

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers
- [www.foodsafety.gov](http://www.foodsafety.gov)  Gateway to Government Food Safety Information