



**TOWN OF HOPEDALE  
Board of Health**

78 Hopedale Street - P.O. Box 7  
Hopedale, Massachusetts 01747  
Tel: 508-634-2203 Ext. 222 Fax: 508-634-2200

**APPLICATION FOR ONE DAY/ONE EVENT FOOD VENDOR PERMIT**

Please print:

**EVENT INFORMATION**

Title of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date(s) Of Event: \_\_\_\_\_ Rain Date(s): \_\_\_\_\_

Event Set Up Date: \_\_\_\_\_ Event Set Up Time: \_\_\_\_\_

Event Hours of Operation: \_\_\_\_\_

Expected number of patrons: \_\_\_\_\_

Event Coordinator Contact Name: \_\_\_\_\_

Event Coordinator Contact 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 and collection**: \_\_\_\_\_

**FOOD VENDOR INFORMATION**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Food Booth Structure:

Booth  Tent  Mobile Unit \*\*  Other: \_\_\_\_\_

**\*\* Mobile Food Unit**

**(1) provide a copy of your Hawkers & Peddlers License and most recent Inspection Report**

**(2) list base of operations (licensed facility at which your unit is cleaned and sanitized): \_\_\_\_\_**

Hand-washing facilities available at food booth?  Yes  No

If **No**, explain method of hand-washing: \_\_\_\_\_

Number of employees at day of event: \_\_\_\_\_

Will gloves be available for use by your employees?  Yes  No

**Note: Disposable gloves and 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?  Yes  No

If **No**, please explain method of cleaning utensils and equipment: \_\_\_\_\_

**Note: 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: \_\_\_\_\_

**Note: Sanitizer kits must be available for use at food structure. 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 food booth?

- Yes - Fill out Section B below**
- No - Fill out Sections A and B below**

**Note: No foods made in RESIDENTIAL KITCHEN shall be allowed at any one-day/event food event. Exception: Bake Sale items, such as cookies, brownies, or cakes.**

**Section A: At approved FOOD ESTABLISHMENT**

**Note: You *must* attach a copy of food permit and agreement for use of another licensed food establishment and its most recent inspection report**

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

Food Item	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding

**Section B: At the temporary structure**

Food Item	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding

Attach sheet if additional space is needed.

Food Source(s): List all locations at which food will be purchased for this event:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOOD TRANSPORTATION, PROTECTION AND STORAGE**

1. Describe measures to protect food and maintain temperature (hot and cold) during transportation from approved kitchen to food booth: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

2. Describe measures to protect food and maintain temperature (hot and cold) while in storage at food booth: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

3. Describe measures to protect food and maintain temperature (hot and cold) during display at food booth: \_\_\_\_\_

\_\_\_\_\_

**Note: Food thermometers must be on site to verify hot and cold temperatures.**

Water and ice must be from an approved source: List source: \_\_\_\_\_

**Note: 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.

4. Explain how food stored in ice will be adequately protected from melting water:

\_\_\_\_\_  
\_\_\_\_\_

5. How will frozen foods be thawed, if necessary, prior to service? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Allergy labeling of prepared foods is required.**

**Note: Hair restraints are required.**

**CERTIFICATIONS**

Unless only Non-Potentially Hazardous Foods (PHFs) are to be served, this food booth must be overseen by an individual certified in food safety and sanitation.

- Serve-Safe Certification attached**
- Serve-Safe Certification not attached – NOT preparing any PHFs**
- Allergy Awareness Training Certification**

By signing this application, I certify that I have received the Massachusetts Department of Public Health “Are You Ready?” checklist for Temporary Food Establishment Operations (attached to this permit application), 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

\_\_\_\_\_  
Print Name of Food Vendor Applicant

\*\*\*\*\*

**For Board of Health Use Only**

Date Received: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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 fourteen (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 wrapping, sneeze                Protect food from customer handling, coughing, or sneezing by 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 kitchen.

**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 with 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