



Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662

Phone: (508) 481-3013

Application for One Day/Temporary Food Permit

REQUIRED ACTIONS TO OBTAIN A TEMPORARY FOOD SERVICE PERMIT

	Completed application received by the Health Department at least 7 business days prior to event
	Application fee: \$50.00 non-refundable (No charge for non-profit organizations)
	Certified Food Protection Manager Certificate
	Food Allergen Awareness Training Certificate
	Floor plan drawing of Temporary Event Station's set-up
	A copy of a menu or list of food products to be prepared and served
	Review and sign the Health Department Temporary Food Event Conditions (attached)
	For catering establishments outside of Southborough, a copy of the Base of Operations/Commissary Food Service Permit and a copy of the latest inspection report
	A copy of your Southborough Fire Department Propane Permit (if propane is used)

Applicant Information

Name of Applicant: _____

Address of Applicant: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email: _____

Business/Organization Mailing Address: _____

Telephone #: _____ Certified Food Manager's Name: _____

City: _____ State: _____ Zip Code: _____

Event Information

Name of Event: _____

Event Location: _____ Event Location Address: _____

Date(s) of Event: _____ Hours of Operation: _____

Set Up Time: _____ Expected # of people to be served: _____

Food Preparation

Menu – Attach or list ALL food items to be served at the event: _____

Food Booth Structure: Booth ☐ Tent ☐ Mobile Unit* ☐ Other: _____

**Mobile Food Units – provide a copy of you Hawkers & Peddlers License & most recent inspection report. Also provide Base of Operations (licensed facility at which your unit is cleaned and sanitized)*

Are hand-washing facilities available at the booth? Yes No (if no, please explain method of hand-washing):

Food Protection, Transportation & Storage

How is food transported to event to ensure food is protected from contamination? _____

Type of refrigeration: Ice ☐ Dry Ice ☐ Gas ☐ Mechanical Refrigeration ☐ Other ☐

Method for cooking/hot holding: Gas ☐ Other ☐

Food grade thermometers MUST be on-site to verify hot and cold temperatures.

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

Will gloves be available for use by your employees? _____ Number 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 four hours! Separate utensils must be utilized for handling raw and cooked animal foods during the cooking process!!

Ice used for cold storage of food products MUST NOT be dispensed to consumer for consumption.

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)

**SOUTHBOROUGH HEALTH DEPARTMENT
TEMPORARY FOOD EVENT CONDITIONS**

To ensure that safe and sanitary foods are served to the public, your Temporary Food Permit is issued based on the following conditions:

Check-off	Temporary Food Event Permit Conditions
	Your Temporary Food Permit must be conspicuously displayed on site.
	Only the food stipulated on your application may be sold.
	Foods must be obtained from an approved commercial source. Proof of source such as boxes, receipts, etc. must be on site.
	Raw meat, poultry, eggs or fish are prohibited at Temporary Food events, with the exception of foods that require limited preparation, such as hamburgers and hotdogs.
	Operations serving hot foods must have suitable equipment that can rapidly heat foods and keep food hot (135°F) until served. Operations serving cold foods must have suitable equipment that can maintain product at 41°F or below. A food grade thermometer must be on site to verify hot and cold temperatures.
	Packaged food and wrapped, ready to eat foods may not be stored directly in ice as it is subject to the entry of water.
	All foods, drinks, and condiments shall be handled and stored in a manner that prevents contamination such as always using clean covered containers during display, storing equipment and food up off the ground, protected from sunlight to prevent temperature elevation, etc. Trash bags are not to be used for food storage.
	All food items need to be individually wrapped/packaged and labeled.
	Running warm water with liquid soap and disposable towels for hand washing must be available and set-up prior to food preparation. Bottled water with a pull-out spout is acceptable. Check with the Health Department for other acceptable methods.
	Single use non-latex gloves or other approved protective equipment (tongs, deli tissue, other utensils, etc.) must be used when handling ready to eat foods.
	Sanitizing solution at the proper concentration in the form of a labeled spray bottle or labeled bucket must be available, monitored, and changed as needed. The solution must be used for cleaning food contact surfaces and utensils. Test strips must be available.
	Good food handling practices must be observed along with a high level of personal hygiene, clean outer clothing, no nail polish and the use of effective hair restraints. <u>No eating, drinking, or smoking when serving ready to eat foods.</u> Effective hair restraints are required when preparing and serving food. All wrist jewelry and adornments must be removed.
	Dispose of garbage generated in a sanitary manner, the premises shall be kept clean.
	All food handlers shall wash their hands after utilizing the toilet facilities, smoking, eating, changing tasks, and changing gloves or when hands have become contaminated.
	All equipment, food service carts and displays, utensils, containers, etc. shall be in clean, sanitary condition. All should be pre-cleaned before set-up at the event.
	No preparing, serving, or handling foods if you are sick with vomiting, diarrhea, a cold, or if you have been sick in the past 48 hours.

I have read and understand the Temporary Food Event Conditions. I agree to abide by them and understand that failure to do so will result in the revocation of my Temporary Food Event Permit.

Applicant Signature

Date