



Nashoba Associated Boards of Health
30 Central Ave Ayer, Ma 01432
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www.nashoba.org

Temporary Food Establishment Permit Application

Applications must be submitted 30 days prior to the event.

The fee for temporary licenses is \$50.00. The permit will be good for 7 consecutive days at a specific event in a specific town covered by the Nashoba Board of Health.

Applications are not accepted by email or fax. Complete applications, associated paperwork and the fee must all be submitted together.

Applications are non-refundable. All appropriate paperwork must be submitted with the application

Applicant Information

Applicant: _____
Mailing Address: _____
Name of Concession: _____
Phone Number: _____ Email _____

Event Information

Event date, location and Time: _____
Event Coordinator _____
Event Coordinator email _____
Event Coordinator phone number _____

Number of people expected at event _____

Contact Person in Charge during the event(s) (PIC)

The person in charge is directly responsible for the Food Safety Operation during the event (s).

Name of PIC _____
Food employee with allergen Certificate _____
Email _____
Phone Number _____

Attach copies of Food Manager Certificate and Allergy Awareness Certificate with this application if applicable

*If you are a non-profit organization with a federal ID # there is no fee due with this application. Please include your Federal ID at the end of the application. You can email these applications in since no fee is due.

Food Information

Food trucks/trailers and push carts must provide a copy of the following:

1. A copy of the permit and last inspection from the commissary/shared kitchen
2. Your permit and inspection from the commissary/shared kitchen
3. Contract with base of operation
4. Hawker and Peddler's License
5. Ice cream trucks must submit Ice Cream Truck Vending Permit from local police

Restaurants and catering operations

1. Submit a copy of your current food permit.
2. Submit a copy of your last inspection report.

What foods will be sold at the event (attach a separate list if necessary) You will only be permitted for these foods.

What type of cooking equipment will be used at the event: (check all that apply) ☐ grill ☐ oven
☐ Fryolator ☐ Microwave ☐ Other – please specify

You must store food at proper temperatures. Frozen foods must be kept at 0°F, refrigerated foods at 41°F, and hot foods at 135°F after cooking to the required internal temperature. Describe how you will keep menu items at proper temperatures. Each refrigeration unit must have a thermometer, and each booth serving perishable food must have a stem-type thermometer to monitor food temperatures:

What equipment will be used to keep refrigerated/frozen items at proper temperatures:

What equipment will be used for hot holding:

Provide all steps in the preparation of all menu items. (This includes all cutting, assembling, cooking, cooling, thawing, cool storage, hot storage, reheating and packaging) You may attach additional sheets as needed.

[illegible]

(Check all steps involved in each menu item) ** **Attach a separate sheet if necessary**

When will food be purchased for the event? _____

Keep receipts available during the event if you purchase food the day of the event.

If food is purchased prior to the event, where will it be stored _____

Items that require refrigeration (TCS foods) cannot be stored at your home

Will you be using generators? Yes _____ No _____

Will you be using propane? Yes _____ No _____

If you checked yes please contact the fire department to see if permits or inspections are required.

All menu items, condiments, and single-service items, such as paper plates, cups, and cutlery, must be protected from flies, dust, and other contaminants. Describe how these items will be protected during display and storage:

Will you be using a fryolator? If so, how will you dispose of the grease/ _____

What will you be using for handwashing facilities? A minimum of warm running water, soap, and paper towels is required. **Handwashing station must be shown on sketch provided.**

You must be prepared to wash, rinse and sanitize food contact surfaces on site. Describe how this process will be accomplished: _____

Only water from an **approved** source can be used in food preparation and clean up. What is the source of water used in your booth? _____

All wastewater must be disposed of in an approved manner. Dumping wastewater on the ground is not allowed. Describe your wastewater disposal method: _____

What will be used on the ground if you are using a tent set up (to minimize dust, mud and contaminants): _____

All rubbish and garbage must be disposed of properly. What is your method of rubbish and garbage disposal? _____

Personnel and employee hygiene practices:

Number of food handlers at the event: _____

Location of toilet facilities: _____

Hair restraints provided: YES _____ NO _____

Did you provide food employees/volunteers with the employee reporting agreement - Preventing Transmission of Diseases through Food by Infected Food Employees (a copy is attached to this document).

Mobile Food Vendors – Please include size and location of water tank and grey water tank.

[illegible]

Applicant signature _____ Date _____

****check with all other town departments to make sure necessary permits for the event are secured (Building, Plumbing, Electrical, Fire, Select Board, Town Clerk, etc.)**