



Nashoba Associated Boards of Health  
30 Central Ave Ayer, Ma 01432  
(978-772-3335 (800)427-9762 Fax (978)772-4947  
www.nashoba.org

**Temporary Food Establishment Permit Application**

The fee for temporary licenses is \$50.00.  
Permit is only valid for the specific event dates within 7 consecutive days and at a single location/town as listed below.  
The permit is NOT valid to travel within multiple towns during the 7 days.  
Fee is non-refundable unless the event is cancelled.

**APPLICATIONS MUST BE SUBMITTED AT LEAST 14 DAYS BEFORE THE EVENT BY MAIL**

**If non-profit, applications can be emailed or faxed. Federal Tax ID # must be provided.**  
**There is no permit fee for non-profits.**

**Applications must be submitted with the appropriate fee and paperwork. Applications that are not complete (missing paperwork or fee) will be returned minus a 15% processing fee. Once the review process has started, the fee is non-refundable.**

**Applicant Information**

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Name of Concession: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

**Event Information**

Event date, location and Time: \_\_\_\_\_  
Event coordinator \_\_\_\_\_  
Event coordinator email \_\_\_\_\_ phone \_\_\_\_\_  
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 \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

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

**What foods will be sold at the event (attach a separate list if necessary)**

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

- 1. A valid food service permit (from your food service establishment or commissary/servicing area).**
- 2. If you operate from a commissary/servicing area you must submit a copy of their current permit (this is in addition to #1).**
- 3. Last inspection report from your servicing area and your inspection report (at serving area).**
- 4. Contract with your commissary kitchen/servicing area if you do not own the food establishment.**
- 5. Current Hawker Peddler's License**
- 6. Ice cream trucks must submit Ice Cream Truck Vending Permit from local police**

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

You must have a means for storing foods at the proper temperatures. All frozen food must be stored at 0°F, all refrigerated food at 41°F, and all hot food at 140°F. Describe how you plan to store your menu items at the proper temperatures? (A thermometer must be located in each refrigeration unit; all booths service perishable food must a stem-type thermometer for monitoring food temperatures:

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

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**Potentially hazardous foods support the rapid growth of bacteria so they require time-temperature control for safety (TCS). TCS must be kept hot (135 degrees F or hotter) or cold (41 degrees F or colder).**

**The U.S. Food Code identifies potentially hazardous foods as raw or cooked animal foods (meat, fish, poultry, dairy, eggs); heat treated plant foods (cooked vegetables, baked potatoes, texturized vegetable protein); cut melon; garlic-in-oil that has not been acidified; raw bean sprouts; and cut tomatoes.**

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.

Food	Thaw	Cut/ assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Packaging

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

When will food be purchased for the event? \_\_\_\_\_ Where will it be stored \_\_\_\_\_  
 All menu items, condiments and single-service items (paper plates, cups etc) must be protected from flies, dust and other contaminants at all times. Describe how you plan to protect these items during display and storage. \_\_\_\_\_

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 of food contact surfaces on site. Describe how this process will be accomplished: \_\_\_\_\_

Only water from an **approved** source can be use 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. What is your method of wastewater disposal, dumping on the ground is not acceptable \_\_\_\_\_

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

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**Applications that are not complete will be returned. A refund will be issued if checks were already processed minus a 15% processing fee. Once the review process has started the fee is non-refundable.**