



**Town of Athol
Board of Health**

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Public Health
Prevent. Promote. Protect.

Temporary Food Service Permit Application

Date: _____

Permit Fee: Serving temp/time sensitive food (PHF's): \$50
Serving non temp/time sensitive food (Non-PHF's): \$25
Event with proceeds going to charity: \$10
Existing food permit with Athol BOH: No fee

| | |
|---|-------|
| Name of Applicant | Phone |
| Name of Event Coordinator or Person in Charge | |
| Address of Applicant | |
| Email Address | |
| Signature of Applicant | |

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|------------------------------|
| Name of Event |
| Event Address |
| Date(s) of Event |
| Hours of Operation for Event |

Note: Caterers and Food Service providers, who are not based in Athol, must provide proof of a valid food permit and a recent food code inspection report from the municipality in which the establishment is based. Please include these documents and the permit fee (as outlined above), with this application. Athol based Caterers and Food Service providers are exempt.

Answer the following questions to complete the permit application process:

1. What food will be served at the event? You are required to list out the common names of the prepared foods being served and provide the location where the food items were purchased.

| Common Food Names | What is the source of the food? Where will food be purchased? |
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2. Describe equipment and method of transporting and storing hot food (140°F or above):

3. Describe equipment and method of transporting and storing cold food (42°F or below):

4. Refrigeration: Required Not required
If required, describe plan to keep food cold or frozen:

5. Is propane used for cooking or warming: Yes No
If yes, a permit from the Athol Fire Department may be required.

6. Food is prepared or cooked on site: Yes No
If yes, describe the equipment being used to cook the food.

7. Food is cooked off site: Yes No
If yes, where will the food be cooked?

8. Describe the type of tableware used for the event:
 Paper products China Other: _____

9. Are pots, pans, utensils and dishes washed on site? Yes No
If yes, describe how and where these items will be washed (i.e. dishwasher, 3-bay sink, etc...).

10. Describe measures to protect food from contamination during transportation, preparation, storage, and display:

11. Describe the management plan for the disposal of rubbish, garbage and grease:

12. Provide the number of people working the event that will prepare and serve the food. Describe the experience and training level of the food event staff.

| Name | Food Service Experience/Training |
|------|----------------------------------|
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13. Provide the number and describe the location of hand washing sinks (stations).

14. Provide the number and describe the location of the toilet facilities.

15. All food handlers must have proper hair restraints. Will hair restraints be provided to the food handlers?
 Yes No

16. Bare hand contact is not allowed with *Ready to Eat Foods (RTE's)*, will disposable gloves, waxed paper, or utensils be provided to the food handlers? Yes No

Board of Health Use Only

Permit Number: _____ Date Received: _____ Fee Received: _____

Approved By: _____ Date: _____

Temporary Public Food Service Events Food Safety Requirements

Permit fees: Serving temp/time sensitive food (PHF's): \$50
Serving non temp/time sensitive food (Non-PHF's): \$25
Event with proceeds going to charity: \$10
Existing food permit with Athol BOH: No fee

Introduction: The provisions of food to the public (for **free** or for **sale**) is regulated by the Food Protection Program through the MA Department of Public Health. The regulation, 105 CMR 590, establish standards designed to prevent the spread of food borne illnesses and are based upon Federal Food Safety Regulations in the Federal Food Code, 1999. Local Boards of Health are charged with implementing these State and Federal regulations.

What is "Open to the Public"? Events that are advertised to the community through the media, publicly displayed signs, flyers, etc... or are otherwise open to all, are considered public and are subject to these requirements.

What can be prepared in a home kitchen? In accordance with the MA Department of Public Health Food Protection Program guidelines and recommendations, the only foods which may be prepared at a home kitchen and "open to the public" function, are "*non potentially hazardous foods*" (i.e. food that does not require temperature control, including shelf stable baked goods, such as brownies, quick breads, rolls, cakes, and fruit pies that do not require refrigeration. No fillings or icings with egg or dairy that require refrigeration are allowed).

What are potentially hazardous foods? Potentially hazardous foods are food items that require temperature control (either below 41°F or above 140°F) to prevent the rapid growth of pathogenic microorganisms or bacteria that can produce toxic substances such as botulism. Note that potentially hazardous foods include most items commonly served at a potluck or similar meals such as:

- Animal based foods such as eggs, meat, fish, or poultry (including chilis and soups).
- Cooked plant based foods such as rice, potatoes, or pasta.
- Raw seed sprouts, cut melons, cut tomatoes, and garlic in oil.
- Hot or cold entrees, cheeses, dips, casseroles, cream filled pastries or pies.
- Any other food that can support the rapid growth of infectious or toxic microorganisms, if not kept at the proper temperature.

What are the requirements for serving potentially hazardous foods at a public event?

Potentially hazardous foods may be served if:

- The food is prepared under the direction of a certified food protection manager **or** by a licensed caterer who is trained in food safety principles and has equipment dedicated to keep foods at approved holding temperatures.
- Temporary food establishments operated by a non-profit organization are currently exempt from permitting, however for the safety of the patrons; it is highly recommended that a certified food manager oversee the event.

Bake sales: Bake sales are exempt from these requirements provided they are for charitable organizations and sell/offer only shelf stable baked goods that do not require refrigeration.

- Such events do not require a food license and shelf stable baked goods that do not require refrigeration may be prepared in private homes.
- Further, we recommend that the information sheet on food allergies, available at the DPH website, www.mass.gov/dph, be utilized.