



**NATICK BOARD OF HEALTH**  
 13 East Central Street,  
 Natick, MA 01760  
 Telephone 508-647-6460 Fax 508-647-6466  
<http://www.natickma.gov/218/Health-Department>

**APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT**

A Temporary Food Permit is valid only for the days of the event, but no more than fourteen (14) days  
**Please Print Legibly**

Submit the following completed application **at least 14 days Prior to the event** with a **NONREFUNDABLE** fee.

Date of Submission: \_\_\_\_\_ Fee: \_\_\_\_\_ **Circle one:** Profit Non-Profit

Will Propane Gas be used?  Yes  No

- **If Yes**, contact the Natick Fire Department located at 22 East Central Street, Tel: 508-647-9550 for all approvals and applicable permits. If propane is used and approval and/or a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

**About your Business/ Organization**

Organization/ Business Name: \_\_\_\_\_

Owner's Name (if applicable): \_\_\_\_\_

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

Mail Permit to: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**About the Temporary Event**  Indoor  Outdoor

Name of the Event: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Time of the Event: \_\_\_\_\_

Address/ Location of the Event: \_\_\_\_\_

Organizer of the Event: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contact Person in Charge during the Event(s)**

**The Person in Charge is DIRECTLY responsible for the Food Safety Operations at the event**

Name of Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is the Person in Charge a Certified Food Manager?  Yes- Submit a copy of Certificate  No

Does the Person in Charge have an Allergen Awareness Certificate?  Yes- Submit a copy of Certificate  No

**Food Information**

List **ALL** Food and Beverage items to be prepared and served. Attach a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted to and approved by the Natick Health Department **at least 5 business days prior to the event.** **Only the food items on the permit may be offered at the event.**

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Will all foods be prepared or purchased at a licensed Food Establishment?  Yes  No

- If Yes, provide a copy of the Food Establishment Permit
  - If No, Location of where foods will be prepared or purchased: \_\_\_\_\_
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**Describe the Following**

When will foods be prepared: \_\_\_\_\_

How and where will the foods be stored and held: \_\_\_\_\_

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How will foods be held cold (41°F or below): \_\_\_\_\_

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How will foods be held hot (135°F or above): \_\_\_\_\_

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Will foods be cooked on site (Explain): \_\_\_\_\_

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Describe where utensil washing will take place: \_\_\_\_\_

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If no utensil washing facilities are available on site, describe the location of back-up utensil storage: \_\_\_\_\_

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Where and how will hands be washed: \_\_\_\_\_

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How will food be handled and dispensed (Check all that apply):

- Gloves (non latex)     Utensils (tongs, spatula, etc.)     Papers (deli papers, bakery tissues, etc.)

**NOTE: Bare hand contact with any ready to eat food is strictly prohibited**

What type of sanitizer will be used? \_\_\_\_\_

How will trash be contained and removed: \_\_\_\_\_

Will portable toilets be used?  Yes      Number of: \_\_\_\_\_       No

- If Yes, what is the company name of the septage hauler:

\_\_\_\_\_  
(Company must be permitted as a Septage Hauler with the Town of Natick)

Please add any additional information about your Temporary Food Establishment: \_\_\_\_\_

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

Employees or Volunteers who are experiencing symptoms of Vomiting, Diarrhea, Jaundice, Sore Throat with Fever, or Infected Cuts and Burns with pus on hands and wrists shall not work at the event. Please review employee health with the staff prior to the event. For more information about employee health visit:

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/default.htm>

Please Note: **Each cart/ table/ booth etc.** which has a specific function **requires a Temporary Food Permit.** Carts/ tables etc., which are only used to store packaged foods and drinks, will not be considered a separate cart.

Statement: I, \_\_\_\_\_ hereby attest to the accuracy of the information provided in the application and affirm to comply with 105 CMR 590.000 State Code Chapter X- Minimum Sanitation Standards for Food Establishments, the FDA 2013 Food Code and any Town of Natick Codes and Ordinances. Additionally, I fully understand that any deviation from the above without prior permission from the Natick Health Department may nullify final approval and/ or permit.

Signature: \_\_\_\_\_      Print: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

**Approved:**    **Restrictions:** \_\_\_\_\_

**Not Approved:**    **Reason(s):** \_\_\_\_\_

**Inspector's Signature:** \_\_\_\_\_      **Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_      **Permit Effective Date(s):** \_\_\_\_\_

### **GUIDELINES FOR TEMPORARY/ SEASONAL FOOD VENDORS**

The following are conditions and guidelines to control Foodborne Illness Risk Factors in order to sell safe food to the public:

- **Conspicuously Display** the following: Temporary/ Seasonal Food Permit, Propane Permit (if applicable), Allergy Awareness Notice **“Before placing your order, please inform your server if a person in your party has a food allergy.”** The notice must be displayed in a clear, conspicuous manner on all menu boards.

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- **Only the foods stipulated on your approved application may be served/ sold.**

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- Employees with communicable diseases which can be transmitted through food or who are experiencing vomiting and/ or diarrhea must be excluded from food activities.

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- Running water with liquid soap and disposable paper 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 Natick Health Department for other acceptable methods.

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- **All food handlers shall wash their hands before and after glove use, after utilizing the toilet facilities, smoking, eating, changing tasks, and anytime when hands become contaminated.**

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- **Different raw food products must be kept separated from each other both in storage and when cooking**

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- **Bare hands may not contact RTE (ready-to-eat) and cooked foods.** Suitable utensils shall be used as deli tissue, spatulas, tongs, single-use non-latex gloves etc. Bare-hand contact shall be minimized with foods that are not RTE.

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- All TCS (Time/ Temperature Control for Safety Food) Foods shall be held at **135°F and above for Hot Holding** or **41°F and below for Cold Holding**. Examples of TCS Foods include but are not limited to Hot Dogs, Sausages, Hamburgers, Prepared Vegetables, and Rice etc.

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- **The following are the Minimum Internal Cooking Temperature:**
  - **Commercially Processed RTE Foods (Hot Dogs, Pre-Cooked Sausages) - 135°F**
  - **Hamburgers - 155°F      Chicken - 165°F      Pork - 145°F**
  - **TCS Foods – previously cooked, cooled and reheated for Hot Holding - 165°F**

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- A thermocouple-style thermometer or T-Sticks (disposable) must be available and used for testing the internal temperatures of TCS Foods on site. Thermometers shall be cleaned and sanitized before and after use. Alcohol swabs are highly recommended.

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- Smoking is prohibited within 10 feet of a cart or foods storage area. Employee must wash hands thoroughly with soap before returning to work. **No Smoking permitted anywhere on town owned property.**

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- Foods must be obtained from an approved commercial source. Proof of source such as boxes, receipts etc. must be on site and available.

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- All carts must be thoroughly pre-cleaned before set-up at the event.

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- All equipment, utensils, containers etc. shall be clean and in sanitary condition. A spare set of work utensils shall be available if ware washing is not available.

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- Ice cream and other utensils can be stored in the product with the handle positioned out of the product.

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- Only mechanical refrigeration or crushed/ cubed ice is allowed as a cooling medium. Foods shall not come in contact with water or un-drained ice. Packaged foods may not be stored directly in ice if it is subject to the entry of water.

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- All foods, drinks and condiments shall be handled and stored in a manner that prevents contamination such as using clean covered containers, storing equipment and food up off the ground etc. Trash bags are not to be used for food storage.

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- Garbage and refuse shall be disposed of in a sanitary manner. The premise shall be kept clean.

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- A Soapy Water solution shall be available. Sanitizer is NOT a cleaner.

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- A Sanitizing Solution prepared at proper concentration as determined by the pH papers (Chlorine- White papers with Purple color chart, Quaternary-Orange papers with Green color chart) shall be available and used on food contact surfaces. A properly labeled spray bottle or Red Container is acceptable. **The Sanitizer label MUST state “For Use on Food Contact Surfaces”.** Read and follow the Sanitizers Manufacturers Label for specific concentration levels and contact time. Premix sanitizers (Chlorine or Quaternary type) are also available at restaurant equipment and supply stores.
  - > **Chlorine (Bleach) Sanitizers: 50-200 PPM (Depends on manufacturer’s instructions)**
  - > **Quaternary Sanitizer: 200 PPM or 150-400 PPM (Depends on the manufacturer’s instructions)**

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- I have read and will follow the procedures on the **Food Safety for Successful Temporary Events**, which is available on the Natick Health Department website.

**If the guidelines above are not maintained or set-up, >your Temporary/ Seasonal Food Permit may be immediately suspended/revoked and you will be asked to leave the event.** If there are any questions regarding the conditions above, call the Natick Health Department at 508-647-6460 prior to the event.

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**I have read, understand and agree to follow the above Conditions and Guidelines**

Signature of Permit Holder: \_\_\_\_\_ Print: \_\_\_\_\_

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**I have read, understand and agree to follow the above Conditions and Guidelines PERMIT HOLDER COPY**

Signature of Permit Holder: \_\_\_\_\_

Print: \_\_\_\_\_