



**SUNDERLAND BOARD OF HEALTH**  
 12 School Street  
 Sunderland, MA 01375  
 Phone#: 413-665-1441 x6 Fax#: 413-665-1446  
 boardofhealth@townofsunderland.us

**TEMPORARY FOOD PERMIT APPLICATION**

Date of Application: \_\_\_\_\_ **PERMIT FEE: \$15 (NON-REFUNDABLE)**

Establishment Name/DBA: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date(s) of Service: \_\_\_\_\_

**BUSINESS** Telephone: \_\_\_\_\_

Applicant Name and Title: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Applicant Telephone & **EMAIL**: \_\_\_\_\_

Name of Manager: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Name of Person in Charge – Certified Food Manager: \_\_\_\_\_  
**(ATTACH COPY OF SERVSAFE AND ALLERGEN CERTIFICATION) – REQUIRED IN ACCORDANCE WITH 105 CMR 590.003(A)**

Number of Employees: \_\_\_\_\_

- **Before completing this application please read “Food Safety at Temporary Events and the Temporary Food Establishment” and “Are You Ready?” checklist. (Both documents are attached)**

Have you read this material and do you understand this material? (circle one) YES NO

- **Menu: List all items you intend to serve. Any changes must be submitted and approved by the Board of Health at least five (5) days prior to the event.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- **Will all foods be prepared at the temporary food establishment booth?**

**YES** 1. Fill out **Section B** below.

**NO** 2. Fill out both A and B below.

Include dates and times of food preparation **that is NOT taking place at the Booth/Event** and attach a copy of the BASE OF OPERATIONS food permit. *(For example, if you are preparing quantities of chili at a church kitchen or licensed restaurant, we need to know where the kitchen is and when the food will be prepared prior to the event.)*

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- List each food item prepared and for each item *check which preparation procedure will occur.*

**SECTION A: At the base of operations (approved commercial kitchen):**

Date/Time	Food Item	Thaw	Cut/Assemble	Cook	Cold Holding	Reheat	Hot Holding

**SECTION B: At the Booth:**

Food Item	Thaw	Cut/Assemble	Cook	Cold Holding	Reheat	Hot Holding

*Note: If your food preparation procedures cannot fit into the above tables, please list all the steps in preparing each menu item on an attached sheet.*

5. Fill out the following:

- Food Source(s): list food suppliers: \_\_\_\_\_
- Source and storage of water/ice: \_\_\_\_\_
- Storage and disposal of wastewater: \_\_\_\_\_
- Storage and disposal of trash: \_\_\_\_\_

**MEANS FOR HANDWASHING:** MUST HAVE DEDICATED WATER, SOAP AND PAPER TOWELS (TEMPORARY BOOTH ONLY MAY USE URN WITH SPIGOT, CONTAINING WATER, PUMP HAND SOAP, PAPER TOWEL AND A CATCH BASIN FOR USED WATER AND TRASH RECEPTICAL FOR USED PAPER TOWELS. Mobile units shall have self-contained hand sinks and three-bay sinks.

