



**BOARD OF HEALTH**  
 GRAFTON MEMORIAL MUNICIPAL CENTER  
 30 PROVIDENCE ROAD  
 GRAFTON, MASSACHUSETTS 01519  
 (508) 839-5335 Ext. 1580  
 (508) 839-8559 FAX  
 healthdept@grafton-ma.gov  
 TELEPHONE: (508) 839-5335 x1580



**Temporary Food Establishment Application**

Date: \_\_\_\_\_

**PERMIT FEE: \$50 per Day**

**\*\*Includes One-Day Catering Events\*\***

**Please make checks payable to Town of Grafton**

**ALL APPLICATIONS MUST BE RECEIVED 7 BUSINESS DAYS PRIOR TO THE EVENT –  
 A \$100 NON-COMPLIANCE FEE WILL BE ENFORCED.**

**Applicant Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Person in Charge: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**Event Information**

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

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

Venue Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Email: \_\_\_\_\_

**Food Information**

List all food/beverages to be served: ***Unlisted items will not be permitted***

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

How will food be kept covered during display? \_\_\_\_\_

**\*\*Time/ Temperature Control for Safety (TCS) Foods: Food thermometers required\*\***

How will cold food be kept below 41°F? \_\_\_\_\_

How will hot food be kept above 135°F? \_\_\_\_\_



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Describe method for handwashing: \_\_\_\_\_

Where will food be purchased and prepared (Name & Address)?

\_\_\_\_\_

- All food must come prepared from a licensed or permitted food establishment.
- All food must be covered at all times during display.
- Handwashing facilities must be easily accessible to food service staff.

**Additional Information**

What chemical sanitizer will be used?

\_\_\_\_\_

Will the event coordinator or will your organization provide the Clean-up Diarrhea & Vomit kit and written procedure as required by the code?       No       Yes

If no, will you provide the Clean-up Diarrhea & Vomit kit and written procedure as required by the code?

No       Yes

Are any of the following to be used: Booths and/or other portable structures, special amusement attractions, generators, extension cords, propane or grease/oil in food prep?

No       Yes

*\*\*If yes, a permit from the local Fire Department may be required. Please contact your local fire department.\*\**

Will tents be used?       No       Yes

*\*\*Tents may require approval from the Code Enforcement Office. Please contact them at [508-839-5335 Ext. 1420] for more information.\*\**

**Additional REQUIRED Paperwork**

- A. Copy of a current Food Protection Manager Certification
- B. Copy of a current Allergen Certification
- C. Copy of valid Permit (If establishment is outside of Grafton)
- D. Copy of most recent Health Inspection Report (If establishment is outside of Grafton)



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I, the undersigned, attest to the accuracy of the information provided in the application and affirm that the food establishment operation will comply with the 105 CMR 590.000 and all other applicable laws.

I, as applicant, assure agents for the Board of Health access to the licensed/ permitted facility and applicable records at all reasonable times to inspect the premises for purposes of investigating communicable diseases, investigating complaints, and otherwise protecting public health.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**BOARD OF HEALTH USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit(s) Issued: \_\_\_\_\_



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## **Guidelines for Temporary Establishments – Food Prepared On Site**

### **Food Storage and Display**

- All food, equipment, utensils, and single service items shall be stored above the floor/ground on pallets, shelving or tables.
- The storage of packaged food in contact with water or un-drained ice is prohibited. Wrapped, ready-to-eat foods such as sandwiches must not be in direct contact with ice.
- All packaged food must be individually wrapped/ packaged and labeled.
- Food on display shall be protected from contamination by the use of packaging; counter, service line, or salad bar food guards; display cases; or other effective means.
- Only single service condiments should be used. Squeeze bottles, or pour containers are acceptable substitutions.

### **Food Preparation and Handling**

- Operations serving hot foods must have suitable equipment that can rapidly heat foods and keep food at 135 °F or above until served.
- Operations serving cold foods must have suitable equipment that can maintain product at 41 °F or below.
- Food must be kept at proper temperature and protected from contamination when transporting prior to service.
- A food grade thermometer must be on-site to verify hot and cold temperatures.
- Consumer self-service operations (i.e. buffets) shall be monitored by food employee's trained in safe operating procedures.
- All cooking and serving areas shall be protected from contamination. BBQ areas shall be roped off or otherwise segregated from the public.
- Single use non-latex gloves or other protective equipment (tongs, deli tissue, other utensils, etc.) must be used when handling ready-to-eat foods.
- Good food handling practices must be observed along with a high level of personal hygiene, clean outer clothing, and the use of effective hair restraints.

### **General**

- A minimum five-gallon insulated container with a spigot, a basin, pump soap, and paper towels shall be provided for hand washing. The container shall be filled with hot water. Hand sanitizer is not sufficient unless prior approval from the health department is given. This is applicable to both indoor and outdoor events where hand-washing lavatories are not easily accessible.
- Booths must have sanitizing solution at the proper concentration in the form of a labeled spray bottle or labeled bucket. Solution must be used for cleaning food contact surface and utensils. Test strips must be available. Solution in a bucket must be monitored and changed as needed.



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- An adequate supply of potable water shall be on site and obtained from an approved source.
- Wastewater shall be disposed of in an approved wastewater disposal system.
- An adequate number of cleanable garbage containers shall be provided inside and outside the booth and throughout the event.
- Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation, food service and ware washing areas.
- Food being served at the event must come from a licensed food establishment.

**ALL LEFT-OVER FOODS SHALL BE DISCARDED AT THE END OF THE DAY**

**Temporary Food Service Events: FAQ**

**Introduction:** The provision of food to the public (for free or for sale) is regulated by the Food Protection Program (FPP) at the Massachusetts Department of Public Health (MDPH). The state regulations (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 2013 Food Code.

**When is a Temporary Event Food Permit Required?** When food is offered for consumption at an event open to the public a temporary event food permit must be issued by the local health department.

**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, even if tickets must be purchased to attend.

**Are there exemptions?** There are some exemptions for charitable events like a bake sale, or potluck. While these events do not require permits, there are still some food safety requirements. Please contact the health department for more information.

**What are Time/Temperature Controlled for Safety (TCS) Foods?** TCS foods require temperature control (either below 41° F or above 135° F) to limit pathogen growth that can lead to food borne illnesses. TCS foods include, but are not limited to:

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

**What are the Requirements for Serving TCS Foods at a Public Event?** TCS foods may only be served if the food is prepared in a licensed food establishment.



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**What Can be Prepared in a Residential Kitchen?** Foods which are “non- Time/Temperature Control for Safety” (TCS) foods may be prepared in a residential kitchen. These are foods that do not require temperature control including shelf-stable baked goods. Residential kitchens must be permitted by the local Health Department.