



# Town of Sturbridge — Board of Health



**Public Health**  
Prevent. Promote. Protect.

## Sturbridge Board of Health TEMPORARY FOOD ESTABLISHMENT APPLICATION *Must be submitted 30 DAYS IN ADVANCE OF EVENT\**

\_\_\_ Profit \$30    \_\_\_ Non-Profit \$0    \_\_\_ Late Fee \$75\*

<b>Event:</b> _____		<b>Food Vendor Name:</b> _____		<b>Event Date:</b> _____	
Contact Name _____			Phone # _____		
Establishment Name _____			Establishment Address: _____		
Person in Charge _____			Phone # _____		
<b>Start Time:</b> _____		<b>End Time:</b> _____		<b>Location</b> _____	
Event Coordinator _____		Phone # _____		Cell # _____	
Office Use only: <input type="checkbox"/> Registrant has been contacted _____ Date _____ Inspector _____					

**FOODS:** List all food/beverages to be served (non-listed items will not be permitted) \_\_\_\_\_

Method of keeping food covered during display \_\_\_\_\_

Method of keeping cold food below 41° F \_\_\_\_\_

Method of keeping hot food above 140° F \_\_\_\_\_

Place of preparation (must be a licensed kitchen) \_\_\_\_\_

Method of hand washing/hand sanitizing \_\_\_\_\_

Method of sanitizing cooking utensils, etc. \_\_\_\_\_

Name of ServeSafe Person Certified \_\_\_\_\_ **Copy of Certificate must accompany this application**

- Potentially hazardous foods – Food thermometers required**
- All food must be covered during display. No bare hand contact with ANY ready-to-eat foods. All single service items.
- All food contact services must be sanitized and kept clean at all times.
- All food must be protected from sunlight to prevent temperature elevation.
- All food must be stored at least 6 inches off the ground.
- Non-Sturbridge establishments must submit a copy of their out-of-Town (Board of Health) Permit Food Establishment or ServeSafe Certificate.
- Submit Permit Fee \$30.00\* made out to Town of Sturbridge with this application. \*(For profit only). All late applications (submitted 15 days or less) shall be charged \$75.00\* for each.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

***\*I understand all of the requirements and that the BoH reserves the right to charge a fee (\$75.00) to all vendors and /or the right to cancel the event if the completed application (with required attachments) is not received 15 days prior to the event. No food shall be served until acceptable inspection and food permit is issued the day of the event.***