



**TOWN OF MEDFIELD**  
**Board of Health**

TOWN HOUSE  
459 MAIN STREET  
MEDFIELD, MASSACHUSETTS 02052  
Tel: 508-906-3006 Fax: 508-359-6182

## PERMIT APPLICATION - TEMPORARY FOOD EVENT

\* Please submit 30 days prior to event \*

Applicant Name:

**Event Location:**

**Event Date/ Time**

## Food Vendor Information

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

**Address:**

Telephone Number:

Email Address:

**Person Directly Responsible for Food Operation:**

Telephone Number:

Email Address:

Please complete this application and return same to BOH with the following items:

check made payable to The Town of Medfield in the amount of \$ 50.00  
 current BOH permit  
 safe food handling certification  
 allergen awareness certification

Upon receipt of this information, the BOH agent will review and issue permit, if appropriate or request additional information for review.

The address to submit information is Town of Medfield – Board of Health, 459 Main St., Medfield, MA 02052

Questions? Please contact the office at 508-906-3006 or nbennotti@medfield.net

Potentially Hazardous Foods (PHF's) include: meat, eggs, fish, shellfish, poultry, dried beans, rice, cooked plant foods and sliced melons. We will require that you store and hold all PHF's at/below 41° F or at/above 140° F. In addition, all raw meat, fish and poultry must be stored in such a manner as to keep these raw foods and their juices from contact with ready-to-eat food or food that will not be cooked.

Thermometers adequate to take monitor temperatures for cooking, storing and holding all PHF's are required. Acceptable handwashing facilities include a separate handwashing sink with potable water supply, liquid soap and paper towels. If you do not have adequate handwashing facilities, we will require that you have an adequate supply of hand sanitizer and that you use tongs/utensils to avoid bare hand contact with food and that you use disposable gloves, which are changed after touching anything which may contaminate your hands. Usage of disposable gloves will be monitored. Food servers are **not** permitted to use Port-A-Potties.

Please initial that you have read and understand the above information: \_\_\_\_\_.

Menu of food to be offered (Pls include all food/beverage items to be served)

No. of Food Handlers: \_\_\_\_\_ Water Source: \_\_\_\_\_

Do you have handwashing facilities? Where are they located?

Have toilet facilities been arranged for food servers? What / Where are they located?

Submittal Checklist:

- Application (completed and signed)
- Application Fee (checks should be made payable to the Town of Medfield)
- Current BOH Permit
- Menu of items to be offered
- Safe Food Handler Certification
- Allergen Awareness Certification
- Commercial Kitchen / Commissary Info
  - (a) Letter confirming that food truck vendor is allowed to use facility
  - (b) BOH permit for facility
  - (c) BOH inspection of facility (most recent)