



**Town of Barnstable
Regulatory Services
Richard V. Scali, Director
Public Health Division**



Thomas M. McKean, Director
200 Main Street, Hyannis, MA 02601

Office: 508-862-4644

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MAIL TO: TOWN OF BARNSTABLE
PUBLIC HEALTH DIVISION
200 MAIN STREET
HYANNIS, MA 02601
FAX 508 790-6304
PLEASE INCLUDE A CHECK FOR \$40.00 ONE DAY; \$50.00
(2+DAYS) AND A COPY OF YOUR FOOD SANITATION
TRAINING (E.G. ServSafe) CERTIFICATE AND ALLERGEN
CERTIFICATE ALLOW SIXTY DAYS TO PROCESS (Please see
Instructions on the next page)

APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT

DATE _____

NAME OF SPECIAL EVENT _____

WAS THIS EVENT APPROVED BY THE BOARD AT A PUBLIC MEETING? _____ Y _____ N

NAME OF PERSON(S) REQUESTING PERMIT _____

TELEPHONE # _____ CELL # _____

HOME ADDRESS _____ VILLAGE _____

NAME OF ORGANIZATION _____

CONTACT PERSON _____ TELEPHONE _____

ADDRESS _____

FOOD TO BE SERVED (LIST EXACT FOODS) _____

NAMES OF TRAINED FOOD HANDLERS (TO BE ONSITE DURING EVENT):

(ATTACH COPIES OF SERVSAFE & ALLERGEN CERTIFICATES)

ADDRESS WHERE TO BE SERVED _____

DATE TO BE SERVED _____ TIME _____ RAIN DATE _____

WHAT TIME WILL ALL EQUIPMENT BE SET-UP & READY FOR INSPECTION? _____

HOW WILL FOOD BE KEPT BELOW 41 DEGREES F _____

HOW WILL FOOD BE HELD AT 140 DEGREES F. _____

HOW IS FOOD COVERED _____

HOW IS FOOD SERVED _____

TYPE OF HAND-WASHING FACILITY _____

(SIGNATURE OF APPLICANT)

FOR MAIL-IN REQUESTS

Please mail your completed temporary food permit application form to the address below.

Also, please include a copy of your food sanitation training certificate(s).

In addition, please include the required fee of \$40.00 for 1-day and \$50 for 2+ days for each food booth, table, trailer or cart. Checks should be made payable to: Town of Barnstable.

If this special event was already approved by the Board of Health at a public meeting for food preparation/food service, allow at least seven (7) working days for in-house processing. If this is the first time this special event is to be held, you must first receive approval from the Board of Health at a public meeting prior to the special event; therefore allow sixty (60) days for processing. Our mailing address is:

**Town of Barnstable
Public Health Division
200 Main Street
Hyannis, MA 02601**

FOR FAXED REQUESTS

Our fax number is **(508) 790-6304**.

Please fax a completed application form for each food booth, table, trailer, or cart.

Also, please fax a copy of your current food sanitation training certificate(s).

In addition, you must mail the required fee of \$40.00 for 1-day and \$50.00 for 2+ days per food booth, table, or cart to the address listed above. Please make the check payable to: Town of Barnstable.

If this special event was already approved by the Board of Health at a public meeting for food preparation/food service, allow at least seven (7) days for in-house processing. If this is the first time this special event is to be held, you must first receive approval from the Board of Health at a public meeting prior to the special event; therefore allow sixty (60) days for processing.

For further assistance on any item above, call (508) 862-4644

To get a temporary food permit application form, click **here**. **To be able to access this form, your computer must have Acrobat Reader. Most computers have Acrobat Reader, and it will usually activate itself automatically. If your computer does not have Acrobat Reader, you can download a copy of it by going to the Adobe website.**

PROCEDURE FOR: BOARD OF HEALTH APPROVAL OF TEMPORARY FOOD EVENTS

Attached is the Temporary Food Application form.

If this is a first time event (or significant change of the event) requiring Board of Health approval, you must submit five (5) collated sets of copies for members of the following:

- 1) A letter is desired stating the event, date, location, and brief description of what will take place at event. On a second page, list each vendor and in a column to the right of name – the food they are interested in bringing.**
- 2) A separate Temporary Food Application for each vendor – this informs the Board of how each vendor will keep food at proper temp. (i.e., with ice chests, portable refrigerator, hot plate, burner, etc. and how they will cover food i.e. aluminum foil, pan covers, tray covers, etc., whether they will dish out food with tongs, latex gloves, etc.,**
- 3) With each separate vendor, copies of their (a) food permits, unless they have a food permit from the Town of Barnstable,(b) Servsafe certificate of person who will be attending event and (c) copy of the person’s Allergen Awareness Certificate (this certificate is done online –google “allergen awareness certification”.**
- 4) For each vendor who has a Residential Kitchen Food Permit, submit a copy of the valid Residential Kitchen Food Permit.**
- 5) A sketch of event must be included which will indicate where the tables are located and where the hand-wash stations are located (hopefully, one at each station unless the tables are very close, etc., - if there is a tent, they would like it noted whether areas will be roped off so customers are not going behind the prep. tables, if applicable, etc.**
- 6) Fee to be submitted, payable to Town of Barnstable, after the Board of Health has approved the event.**

Fee: a) If a one-day event, fee is \$40/vendor, b) If a two-to-four-day event, fee is \$50/vendor for the whole event, or c) If a charitable fundraiser and majority of funds raises goes towards accepted charity, \$5.00/permit/day.

The above grouping of paperwork must be received at: Town of Barnstable, Health Division 200 Main St, Hyannis, MA 02601 no later than 15 days prior to a Board of Health meeting date in order to be placed on their agenda.

The coordinator and a person who is knowledgeable of food safety (a Person-In-Charge with Food Manager Certification) are suggested to be present at the Board of Health meeting to answer questions. A list of the upcoming Board meetings is always available on the Board’s webpage.

Please call us at 508-862-4644 if you have further questions. Thank you.