



## Town of Reading

# CIVIC FUNCTION PERMIT

## Street Closing / Public Property Use

Date (s) of event \_\_\_\_\_ Time (s) from \_\_\_\_\_ to \_\_\_\_\_

Rain date \_\_\_\_\_

Park or Public Property to be used (give detailed location) \_\_\_\_\_

And/or section of public street to be closed \_\_\_\_\_

Number of people expected to be in attendance \_\_\_\_\_

Describe the proposed event \_\_\_\_\_

Where is the group sponsoring the event based? \_\_\_\_\_

Will all abutters be notified and invited to the event? Yes \_\_\_ No \_\_\_

Do you plan to use amplified sound? Yes \_\_\_ No \_\_\_

Will there be barbecuing (i.e. propane)? Yes \_\_\_ No \_\_\_

Will food be served to the general public? Yes \_\_\_ No \_\_\_

*\*(If yes, please read the attached pamphlet "Are You Ready" and complete the attached Temporary Food Permit Application).*

What person, group or company is making the request? This individual, group or company accepts responsibility for all circumstances arising out of this event:

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Application must be made AT LEAST 30 DAYS PRIOR TO THE EVENT to ensure proper processing of this application. The event may not be advertised prior to receiving the approved permit.

To the best of my knowledge the information contained in this application is true and accurate. I certify that I and participants in this event will abide by all of the Laws of the Commonwealth of Massachusetts, Bylaws, Rules and Regulations of the Town of Reading, and all conditions of this permit.

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

# APPLICANT DO NOT WRITE BELOW THIS LINE

## GENERAL CONDITIONS

- No alcoholic beverages are permitted on any street or public property.
- No fireworks are permitted without a permit from the Reading Fire Department.
- The Street and paved areas must be left broom clean, and all areas utilized by this event shall be left free of all trash and debris.
- In circumstances where a public street is to be closed, all abutters must have access to this event.
- Only gas grills will be permitted for barbecuing.
- For Street Closings, barricades and signs must be secured from the Reading Department of Public Works, 75 New Crossing Road (781-942-9092) between the hours of 7:00 a.m. – 3:00 p.m., Monday – Friday.
- A copy of this permit must be on site during the entire event.
- This permit is not valid unless signed by the Town Manager below.

## SPECIAL CONDITIONS

Approval received from (date):

Recreation	_____	Fire	_____	Health	_____
Police	_____	DPW	_____		

Approve / Disapprove:

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

Massachusetts Department of Public Health  
Food Protection Program  
Temporary Food Establishment Operations

## Are You Ready?

*Use this guide as a checklist to verify compliance with MA food safety regulations.*

- Application**      Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event.

### FOOD & UTENSIL STORAGE AND HANDLING

- Dry Storage**      Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- Cold Storage**      Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.
- Hot Storage**      Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- Thermometers**      Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- Wet Storage**      Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- Food Display**      Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- Post consumer advisories for raw or undercooked animal foods.
- Food Preparation**      Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.
- Protect all storage, preparation, cooking and serving areas from contamination.
- Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

### PERSONNEL

- Person in Charge**      There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.
- Handwashing**      A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted.
- Health**      The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

**Hygiene**

Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

**CLEANING AND SANITIZING**

**Warewashing**

A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.

**Sanitizing**

Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.

**Wiping Cloths**

Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

**WATER**

**Water Supply**

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

**Wastewater Disposal**

Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

**PREMISES**

**Floors**

Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.

**Walls & Ceilings**

Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.

**Lighting**

Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.

**Counters/Shelving**

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.

**Trash**

Provide an adequate number of cleanable containers inside and outside the booth.

**Restrooms**

Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.

**Clothing**

Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

**Need more information on food safety and MA food regulations**

[www.mass.gov/dph/fpp](http://www.mass.gov/dph/fpp)

Retail Food Information

[http://www.umass.edu/umext/nutrition/programs/food\\_safety/resources/index.html](http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html)

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers

[www.foodsafety.gov](http://www.foodsafety.gov)

Gateway to Government Food Safety Information



**Town of Reading**  
**16 Lowell Street**  
**Reading, MA 01867-2683**

**HEALTH DIVISION**  
Phone: (781) 942-9061  
Fax: (781) 942-9071  
Website: [www.ci.reading.ma.us](http://www.ci.reading.ma.us)

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## APPLICATION REQUIREMENTS FOR TEMPORARY FOOD PERMITS

- ❖ Applications must be completed and submitted to the Health department two (2) days prior to the event. Applicants must read, sign and adhere the **“Guidelines for Temporary Food Vendors”**.
  
- ❖ Events that serve food from a caterer outside of Reading must supply also the following:
  - A menu of foods to be served
  - Copy of the caterer’s establishment license and catering permit.
  - A copy of their Certified Food manager’s (CFM) certificate.
  - A description of how the food will be protected and temperatures maintained during transport. Temperature logs are required.
  
- ❖ Events that handle/serve (except in a pre-packed form) potentially hazardous foods ( foods that require temperature controls or special handling) **must** have a certified Food manager present during all hours of service and a copy of the certificate must be attached to the application.
  
- ❖ To become a Certified Food Manager you must attend a 8-16 hour training course and pass a written exam, turnaround time from testing to certification is usually 3-4 weeks. A list of trainers is available at the Health Department or online at :  
[http://www.mass.gov/Eeohhs2/docs/dph/environmental/foodsafety/food\\_safety\\_exams\\_trainers.pdf](http://www.mass.gov/Eeohhs2/docs/dph/environmental/foodsafety/food_safety_exams_trainers.pdf)



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## TEMPORARY FOOD PERMIT APPLICATION

ORGANIZATION/BUSINESS NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

OWNERS NAME/APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

COMPLETE LIST OF FOOD: \_\_\_\_\_

All food must be listed (attach menu or use additional sheets if necessary)

Person in charge: \_\_\_\_\_ TEL: \_\_\_\_\_  
(Print name)

\*\*\*

Payment in the sum of \$25.00, checks must be made payable to "Town of Reading"

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

**If propane is being used, you must contact the Fire Prevention Officer at the Fire Department**

### FOR OFFICIAL USE ONLY

Amount received \_\_\_\_\_ BY: \_\_\_\_\_

Approved /Reviewed by: \_\_\_\_\_

## Guidelines for Temporary Food Vendors

In order to ensure that safe and sanitary foods are served to the public, your temporary food permit is issued based on the following conditions:

- Ø Your Certified Food Manager certificate, temporary food and propane permits (if applicable) must be conspicuously displayed on site.
- Ø **Only the foods stipulated on your temporary food permit may be sold.**
- Ø Foods must be obtained from an approved commercial source. Proof of source such as boxes, receipts etc. must be on site.
- Ø All potentially hazardous foods such as hot dogs, commercially pre-cooked sausages, hamburgers, prepared vegetables, must be maintained either above 140°F or below 41°F.
- Ø Only mechanical refrigeration or crushed / cubed ice is allowed as a cooling medium. Foods shall not come in contact with water or undrained ice. Packaged foods may not be stored directly in ice if it is subject to the entry of water.
- Ø Cooking temperatures are as follows:
  - § Commercially pre-cooked products -140°F
- Ø All foods, drinks and condiments shall be handled and stored in a manner that prevents contamination such as using clean covered containers, storing equipment and food up off the ground etc. Trash bags are not to be used for food storage.
- Ø Running water with liquid soap and disposable paper towels for hand washing must be available and set-up prior to food preparation. Bottled water with a pull out spout is acceptable. Check with the Health Department for other acceptable methods.
- Ø All food handlers shall wash their hands after utilizing the toilet facilities, smoking, eating, changing tasks, and changing gloves or when hands become contaminated. All wrist jewelry and adornments must be removed.
- Ø Bare hands may not contact ready-to-eat foods. Suitable utensils shall be used such as deli tissue, spatulas, tongs, single-use non-latex gloves etc. Bare-hand contact shall be minimized with foods that are not ready-to-eat.
- Ø All equipment, utensils, containers etc. shall be in clean, sanitary condition. Where there are no warewashing facilities obtainable, a spare set of work utensils shall be available.
- Ø All carts must be thoroughly pre-cleaned before set-up at the event.
- Ø People handling the food shall wear clean outer garments, hair restraints, and utilize good hygienic practices.
- Ø Vendors licensed to sell scooped ice cream must store scoops individually in each tub of ice cream or provide dipper well with running water
- Ø Smoking is prohibited within 10 feet of a cart or food storage area. Employee must wash their hands thoroughly with soap before returning to work.
- Ø Garbage and refuse shall be disposed of in a satisfactory manner. The premises shall be kept clean.
- Ø A stem type of thermometer that has been properly calibrated must be available for testing potentially hazardous foods on site. The thermometer must be cleaned and sanitized before and after use in a manner approved by the Health Department. Refrigerated units must have thermometers
- Ø A labeled spray bottle of sanitizer prepared at proper concentration must be on site and used on all food contact surfaces, utensils etc. Proper concentrations should be determined with pH papers. Concentrations are as follows:
  - § Chlorine sanitizer: 50 – 100 PPM § Quaternary sanitizer: 200 PPM

If any of these conditions are not set-up and maintained, your temporary food permit will be immediately revoked and you will be ordered to stop serving food.

If you have any questions regarding the above conditions, call the Reading Health Division at (781) 942-9061 prior to the event.

I have read understood and agree to adhere to the above conditions.

\_\_\_\_\_  
Permit Holder

\_\_\_\_\_  
Date