



TOWN OF ANDOVER

Town Offices
36 Bartlet Street

Andover, MA 01810
(978) 623-8200
www.andoverma.gov

- ☐ Caterer \$0
☐ Andover
Restaurant \$30
☐ Group \$50
/Individual

CHECK ONE

TEMPORARY FOOD PERMIT APPLICATION

THIS FORM MUST BE FILED AT LEAST SEVEN (7) DAYS PRIOR TO EVENT ALONG WITH THE FOLLOWING DOCUMENTS IN ORDER TO BE APPROVED:

- ☐ **COPY OF SERVE SAFE CERTIFICATE & ALLERGEN AWARENESS CERTIFICATE**
☐ **CATERING LICENSE / OPERATING PERMIT FROM THE LOCAL BOARD OF HEALTH**
☐ **FULL MENU**

FOOD PERMIT APPLICANT	
Applicant Name:	_____
Applicant Address:	_____

Applicant Phone #:	_____
Contact Name:	_____
Contact Phone #:	_____

EVENT INFORMATION	
Name of Event:	_____
Event Address:	_____

Date of Event:	_____
Hours:	_____

Food to be Served:

Number of Meals Served: _____

Type of Food	Source

Cold food must be kept at < 40°F, Hot food must be kept > 140°F; check how you will maintain temperatures:

- ☐ Ice Bath ☐ Ice In Cooler ☐ Refrigerator ☐ Cambro ☐ Hot Box ☐ Oven ☐ Stove ☐ Chaffing Dish w/Sterno

Food must be protected from contamination during storage, display and service; check how it will be done:

- ☐ Plastic/Commerical Containers ☐ Covered Dish ☐ Sneeze Guards ☐ Plastic Wrap ☐ Individually Wrapped

We require the following items to be on site:

Food Thermometers
Sanitizer Set-up

Disposable Gloves
Hand Sanitizer

Multiple Serving Utensils
Wipe Cloths

Please use this space to provide pertinent

Approved _____ Date: _____ Permit #: _____

TEMPORARY PERMITS
(CHECK ONE THAT APPLIES)

☐ LICENSED CATERER – **No fee** (Register a copy of your Board of Health Catering License, Andover BOH Catering Registration form, Menu, and copy of on site Certified Food Handler Certificate). Reference: 105 CMR 590.00(A).

☐ ONE DAY TEMPORARY CATERER–Fee \$30.00 **(The applicant is a licensed restaurant / food service establishment that does not hold a catering license from their local Board of Health. Submission of the Temporary Food Permit Application, Certified Food Handler Certificate and Allergen Awareness Certificate is required.)**

☐ ONE DAY TEMPORARY PERMIT - \$50.00 – NON Food Service Group/Individual (**Potentially hazardous foods will require a certified food handler and allergen awareness certificate**)

