



TOWN OF ANDOVER

Town Offices
36 Bartlet Street
Andover, MA 01810
(978) 623-8640

www.andoverma.gov

TEMPORARY FOOD PERMIT APPLICATION

- Caterer \$0.00
 - Group \$50/Individual
 - Mobile \$50
- CHECK ONE**

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 FROM THE LOCAL BOARD OF HEALTH
- FULL MENU

FOOD PERMIT APPLICANT

Applicant Name: _____
 Applicant Address: _____
 Applicant Phone #: _____
 Contact Name: _____
 Contact Phone #: _____
 E-mail: _____

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/Commercial Containers
- Covered Dish
- Sneeze Guards
- Plastic Wrap
- Individually Wrapped

Go to Page 2

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 information: _____

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.)**