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## TOWN OF GREAT BARRINGTON MASSACHUSETTS

### BOARD OF HEALTH

### Temporary Food Event Permitting Policy Adopted September 5, 2018

According to the CDC, one out of every six Americans gets sick from eating contaminated food. Local Boards of Health and Health Departments are required by State and Federal regulations to ensure the safety of food served or sold at Temporary Events. The Great Barrington Board of Health and Agents thereof have worked to streamline the permitting process so that there is not undue burden on the food vendors while also ensuring the health and safety of the event. This document is intended to outline the requirements and permitting process for Temporary Food Events and participating vendors. These procedures are endorsed by the Great Barrington Board of Health.

#### Definitions:

- **Temporary Food Event:** Events such as farmers markets, fundraisers, tasting fairs, carnivals, or any other event containing food not listed herein that is open to the general public, provided such events do not operate longer than 14 days. Events that operate longer than 14 days require a Seasonal, Catering, or Annual Food Establishment License. A Temporary Food Event will be defined as such and subjected to this policy if the food is free or for a charge.
- **Event Organizer:** The person(s) hosting or organizing the event.
- **Vendor:** The participating person(s) or business who intends to sell, serve, or provide samples at the Temporary Food Event.

Event Organizers are required to submit the Event Organizer Form, complete, 20 days prior to the event. The event organizer is responsible for ensuring all participating food vendors apply to the Health Department for a Temporary Food License.

Vendors shall be exempt from a Board of Health Temporary Food License if the event is a:

- Bake Sale.
- Farmer selling unadulterated produced, maple syrup, honey, or farm-fresh eggs stored at or less than 45 degrees Fahrenheit.

Each participating food vendor is responsible for submitting a Temporary Food Permit Application to the Health Department. All applications need to be completed two weeks (14 days) prior to the event. Applications should include the following: a completed application form, a valid commercial or home kitchen license from the County Health Department or Local

Board of Health; Allergen Awareness Certification, Serve Safe Food Manager or Food Handler Certification; a brief menu of items to be sold or served; and the permit fee of \$25.00 per day.

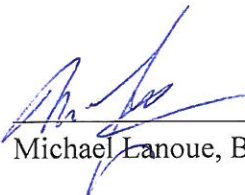
\*These permitting requirements shall apply to all Non-Profit vendors or fundraising events.


Late Fees:

- If the Event Organizer Form is submitted to the Board of Health beyond the 20-day deadline, the event organizer will be charged a \$25.00 late fee each week it is late.
- If a Temporary Food Permit application is submitted incomplete or beyond the 14-day deadline, the applicant will be charged a \$25.00 per-week fee in addition to the original \$25.00 per day fee.
- The Health Department will not accept Temporary Food Permit applications or portions thereof the day prior to the event.

Required Certification:

- If selling or serving prepared (not including prepackaged) foods, a valid Home or Commercial Kitchen license issued by the Local Board of Health, County Health Department, or Department of Agriculture is required.
- If preparing food on site at the Temporary Event vendors will need to have at least one person present trained and certified in a Food Manager's course approved by the MDPH.
- If preparing non-potentially hazardous foods, as determined by the Board of Health or Agents thereof, at the Temporary Event at least one person present shall be trained and certified in a Safe Food Handlers course approved by the MDPH.
- If preparing food or distributing pre-made samples at the Temporary Event, each vendor must have at least one person present and trained in an Allergen Awareness course approved by the MDPH.

 Date: 10/3/18  
Michael Lanoue, Board of Health Chair

 Date: 10-3-18  
Peter Stanton, Board of Health Vice Chair

 Date: 10/3/2018  
Dr. Ruby Chang, Board of Health member