



Town of Granby

BOARD OF HEALTH

215B West State Street

Granby MA 01033

(413) 467-7174

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INSTRUCTIONS FOR TEMPORARY FOOD EVENTS

(14-DAYS OR LESS DURATION)

GENERAL REQUIREMENTS

An individual or organization planning to serve food to the public for a short duration (14 days or less), **even for a day**, must be permitted by the Board of Health through its Health Agent. You will complete a short application, pay a fee of \$35.00, and be expected to meet the following criteria:

- 1 - Cleanliness of all food preparation, storage, and serving areas
- 2 - Use of sanitizers, clean clothing/aprons, and thermometers on site at all times
- 3 - Access to a clean water supply that carries water through an approved food-grade hose
- 4 - A policy/practice in place that NO bare hands come in contact with a ready-to-eat food item
- 5 - Have a means for keeping insects, dust, debris off of food that is waiting to be cooked or served
- 6 - Food, including ice to be consumed is from an approved source. This means no home cooking!
- 7 - Certification of food safety training (ServeSafe) of at least one person on duty at all times when food is being prepared or served.
- 8 - Have adequate hand-washing facilities for food-handlers, and access to toilet facilities.
- 9 - Prior approval from the Fire Prevention Officer if you plan to have an open cooking flame.
- 10 - If this is a large event, you may be expected to provide toilet facilities.
- 11 - If any food is to be prepared off-site, you must submit a signed agreement form with the food establishment preparing the food. This is located in "Are You Ready?".

HOW DO I OBTAIN A PERMIT, AND WHEN?

Here is the checklist:

____ If this is the first time you are involved in a food event, call the Board of Health office for help and advice *at least 30 days before the event*.

____ Complete an "Application for Temporary Food Establishment" available online or in person at the Board of Health office.

____ Read the document "Are You Ready?", also available online or at the office.

____ Bring or mail the application with your check in the amount of \$35 written to Town of Granby, a copy of the current ServeSafe certification, Allergen certificate and a signed Worker's Compensation Affidavit (also available online or at the office)

____ Contact the Fire Department at 467-9696 if you plan to have an open flame.

THEN WHAT?

We will call you to discuss the event. When the regulations have been satisfied and all documents have been submitted as above, the permit will be mailed to the name and address specified on the application.

Please contact the Health Agent with your questions. The objective of the Board of Health is to help you plan and execute a successful and food-safe event, while keeping within the applicable regulations.

NOTE: the permit must be displayed prominently during the food event.