



Town of Arlington  
 Department of Health and Human Services  
 Office of the Board of Health  
 27 Maple Street  
 Arlington, MA 02476

Tel: (781) 316-3170  
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APPLICATION FOR A PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

**ALL APPLICATIONS MUST BE RECEIVED A MINIMUM OF 2 WEEKS PRIOR TO THE EVENT**

**Application Information:**

**FEE \$25.00 (payable to: Town of Arlington)**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Person in Charge \_\_\_\_\_ Phone # \_\_\_\_\_

**Email:** \_\_\_\_\_ *(when provided, a permit will be emailed)*

**Event:**

Location \_\_\_\_\_ Address \_\_\_\_\_

Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

**Foods:**

List all food/beverages to be served (non listed items will not be permitted) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Method of keeping food covered during display \_\_\_\_\_

*Potentially hazardous foods – Food thermometers required*

Method of keeping cold food below 41° F \_\_\_\_\_

Method of keeping hot food above 140° F \_\_\_\_\_

Where will food be purchased and prepared \_\_\_\_\_

Method of hand washing/hand sanitizing \_\_\_\_\_

- All food must come prepared from a licensed or permitted food establishment.
- All food must be covered at all times during display.
- All food must be protected from sunlight to prevent temperature elevation.
- Non-Arlington establishments must submit a copy of their Permit to Operate a Food Establishment.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Temporary Food Establishment Guidelines:**

- Raw meat, poultry, eggs or fish are prohibited at Temporary Food Establishment locations, with the exception of foods that require limited preparation, such as hamburgers and hotdogs.
- Operations serving hot foods must have suitable equipment that can rapidly heat foods and keep food hot (140°F) until served.
- Operations serving cold foods must have suitable equipment that can maintain product at 41°F or below.
- Food on display shall be protected from contamination by the use of packaging; counter, service line, or salad bar food guards; display cases; or other effective means
- Consumer self-service operations such as buffets and salad bars shall be monitored by food employee's trained in safe operating procedures. Furthermore, operations for ready to eat foods shall be provided with suitable utensils or effective dispensing methods that protect the food from contamination.
- A food grade thermometer must be on-site to verify hot and cold temperatures.
- The storage of packaged food in contact with water or un-drained ice is prohibited.
- Wrapped, ready to eat foods such as sandwiches must not be in direct contact with ice.
- All packaged food must be individually wrapped/package and labeled.
- Only single service condiments should be used. Squeeze bottles, or pour containers are acceptable substitution.
- Running water with liquid soap and disposable towels OR a bottle of hand sanitizer for cleansing hands must be available at each booth. (Applicable to outside events and indoor events where hand-washing lavatories are not easily accessible.
- Each booth must have sanitizing solution at the proper concentration in the form of a labeled spray bottle or labeled bucket. The solution must be used for cleaning food contact surfaces and utensils. Test strips must be available. Solution in a bucket must be monitored and changed as needed.  
**Note:** 2 teaspoons of bleach in one gallon of water will yield an acceptable sanitizing solution.
- Single use Non-latex gloves or other approved protective equipment (tongs, deli tissue, other utensils etc) must be used when handing ready-to-eat foods.
- Good food handling practices must be observed along with a high level of personal hygiene, clean outer clothing, and the use of effective hair restraints.
- The Board of Health reserves the right to require a Certified Food Safety Handler on-site during the event.
- Food being served at the event must come from a licensed Food Establishment.
- Questions regarding temporary food events or these guidelines may be directed to this office at 781-316-3170.