



TOWN OF HANOVER

Board of Health

550 Hanover Street Suite 17

Hanover, MA 02339

Tel: 781-826-4611

Fax: 781-826-5289

Fee: \$50.00

Guidelines for Events
Event Planner

- Vendors serving/preparing food require a food permit through the Hanover Board of Health. Event Planner Applications and Vendor Applications must be submitted to the Board of Health at least 3 weeks prior to the event. Detailed menus must be submitted with vendor applications.
- A floor plan of the event must be submitted with this application; noting the location of each vendor, restrooms, hand washing stations, trash receptacles, etc.
- Hand sanitizer shall be located at each food station available for the public and the booth staff. Gloves must be on site and worn by food prep. and food servers as described in 105 CMR 590.00.
- List of ingredients for items being served must be posted at each food station.
- If tents are to be used, they must be permitted by the Hanover Building office.
- Entertainment and/or one day liquor licenses must be obtained from the Selectmen's Office.
- If portable toilets are to be rented, they must be from a company that is permitted with the Hanover Board of Health. (You may call the office at (781) 826-4611 for a current list of permitted companies.)

Name of person in charge of event: _____ Tel: _____

Cell: _____ E-mail: _____ Fax: _____

Alternate person in charge: _____ Tel: _____

Cell: _____ E-mail: _____ Fax: _____

Name of event: _____ Location of event: _____

Date(s) of event: _____ Hours of event: _____

I understand it is my responsibility to coordinate the vendors and ensure that all the necessary paperwork is submitted to the Hanover Board of Health 3 weeks prior to the event.

Signature of person in charge

Date

Alternate of person in charge

Date