



TOWN OF HANOVER

Board of Health

550 Hanover Street Suite 17

Hanover, MA 02339

Tel: 781-826-4611

Fax: 781-826-5289

Fee: \$15.00

Guidelines for Events

Vendors

Vendors serving/preparing food require a food permit through the Hanover Board of Health. Information must be submitted to the Board of Health no later than 3 weeks prior to the event.

Food Establishments already permitted in Hanover:

- Detailed menu for the event.
- A copy(s) of a food handlers/managers certificate for the person(s) in charge (PIC) that will be responsible at the event.
- This form completed.

Food vendors that are located **out of town** or that are not currently permitted in Hanover:

- All items above.
- A completed food application with fee.
- A copy of current food permit where base of operation is and where the food is prepared/cooked.
- The last Board of Health inspection report for that location, faxed directly from the Board of Health.

Name of Event you will be attending: _____ Date of event: _____

Cell: _____

Establishment Name: _____ Contact: _____ Tel.: _____

1. How will food be transported to the event? _____

2. Will the food be cooked at the event, or in your permitted kitchen? (Indicate such on the event menu you must submit)

3. How will the food be kept hot/cold at the event? _____

- Food permit (issued by the Hanover Board of Health) must be posted at the event in a visible location.
- Gloves must be on site and worn as describe in 105 CMR 590.000.
- If shellfish is on the menu, seafood tags must be available for view by the Hanover Health inspector.
- Thermometers must be on site and used to monitor food/refrigeration temperatures.
- If tents are to be used, they must be permitted by the Hanover Building office.
- Vendors must post, in a visible location, a list of ingredient for the items they will be serving.

Owners signature

Date