



TOWN OF EAST LONGMEADOW  
HEALTH DEPARTMENT  
60 CENTER SQUARE  
EAST LONGMEADOW, MA 01028

**Board of Health**

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## INSTRUCTIONS FOR A TEMPORARY FOOD EVENT

### How to obtain a permit:

- Due to the timing of Board of Health meetings, please contact the Health Department for help and/or advice more than 30 days before your event.
- Submit an Application for Temporary Food Service Permit Application available online or in person at the Health Department at least 30 days in advance of your event.
- With your application, please bring a copy of the current ServeSafe and Allergen Awareness certifications. Applications will not be approved without these two certifications.

### Items that will be inspected:

- Cleanliness of all food preparation, storage, and serving areas
- Use of sanitizers, clean clothing and aprons, thermometers on site at all times
- Access to a clean water supply that carries water through an approved, food grade hose
- A policy/practice in place that NO bare hands come in contact with any ready to eat food item
- A means for keeping insects, dust, debris off food that is waiting to be cooked or served
- Food, including ice to be consumed, is from an approved source. This means no home cooking.
- Certification of food safety training (ServeSafe) of at least one person on duty at all times when food is being prepared or served.
- Have adequate hand washing facilities for food handlers
- Keep cold potentially hazardous foods at or below 41°F
- Keep hot potentially hazardous foods at or above 140°F
- A minimum two gallon insulated container with a spigot, basin, soap, and disposable towels shall be provided for hand washing.
- Allergen Signage

**NOTE: the permit must be displayed prominently during the food event.  
Please contact the Health Department with your questions.**

**The objective of the Health Department is to help you plan and execute a successful and food safe event.**