

## Temporary Food Event Coordinator

### 1. Shall fill out the Event Organizer Application to Operate a Temporary Food Establishment

#### Food service type 1:

Unpackaged Non-Potentially Hazardous Food  
(Time/Temperature Control for Safety)

Commercially Processed Packaged Potentially Hazardous Food. ( Time/Temperature Control for Food Safety) in its original package (Receive-Store-Hold-Serve)

**Does NOT require a Certified Food Protection Manager on site during the event.**

#### Food Service Type 2:

Food Preparation With **NO Cook** Step

(Receive-Store-Prepare-Hold- Serve)

Preparation for same day service

(Receive-Store-Prepare-Cook-Hold-Serve)

**Shall have a Certified Food Protection Manager on site to direct and control food preparation and service.**

#### Food Service Type 3

Complex food preparation

(Receive-Store-Prepare-Cook-Reheat-Hot Hold-Serve)

Large quantities of food being prepared

Using time as a Public Health Control

Possibly serving a Highly Susceptible Population

**Shall have a Certified Food Preparation Manager on site to direct and control food preparation and service.**

So... What **IS NOT considered** a food establishment?

Establishments that offer only prepackaged food that are not potentially hazardous.

Produce/vegetables that are whole and uncut

A kitchen in a private home if only food that is non-potentially hazardous is prepared for sale/service at a bake sale.

So... What is a food establishment?

A mobile, stationary, temporary, or permanent facility or location where consumption of food is on or off the premises REGARDLESS of whether there is a charge for the food

## EVENT ORGANIZER APPLICATION TO OPERATE TEMPORARY FOOD ESTABLISHMENTS

An event organizer/coordinator is required to complete an application if they are responsible for providing any shared facilities (e.g., handwashing, electricity, waste removal, waste receptacles, spaces assigned) for temporary food establishments as part of a temporary event.

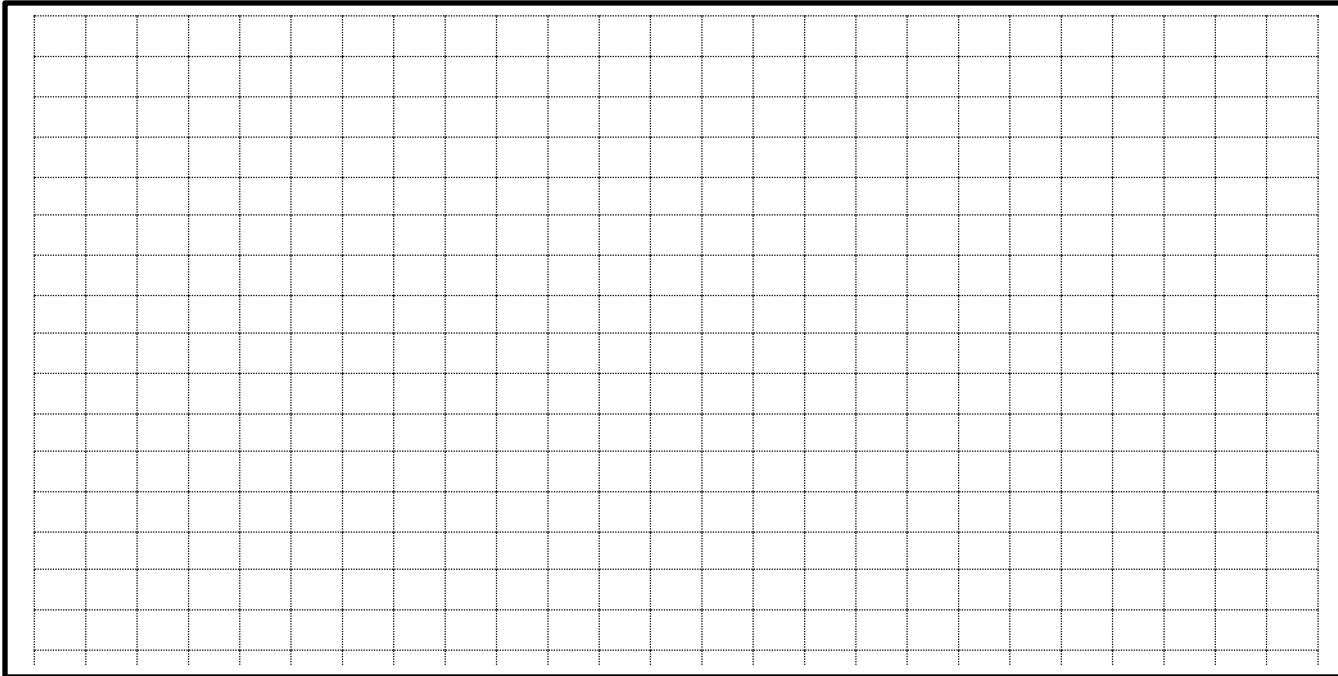
**TYPE or PRINT IN INK. Enter N/A where information does not apply. PLEASE LEAVE NO BLANK SPACES.**

<b>ORGANIZER INFORMATION</b>	<b>EVENT INFORMATION</b>
<b>Organizer/Coordinator DBA:</b>	<b>Event Name:</b>
<b>Mailing Address:</b>	<b>Location:</b>
<b>City/State/Zip Code:</b>	<b>Address:</b>
<b>Event Organizer's Name:</b>	<b>City:</b>
<b>Event Organizer's Contact Number:</b>	<b>Hours of Event (include set-up time):</b>
<b>Type of Organization:</b> <input type="checkbox"/> Profit <input type="checkbox"/> Not for Profit	<b>Date(s) of Event:</b>
<b>On-site Contact Person:</b>	<b>Event Location:</b> <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <b>Event will occur regardless of the weather:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>On-site Contact Cell Phone:</b>	<b>Anticipated Maximum Attendance at Peak Time:</b>

<b>Number of Temporary Food Establishments that will be participating in the event:</b> <span style="border: 2px solid red; padding: 2px 20px;"> </span>	
<p style="text-align: center;"><b>Toilet Facilities</b></p> <p># of Toilet Facilities that will be provided based on local building codes: _____</p> <p><input type="checkbox"/> Portable      <input type="checkbox"/> Existing Restrooms Available</p> <p># of toilets and handwashing facilities to be provided for food employees: _____</p> <p>Hand Soap, Single-Use Towels, and Trash Receptacle must be provided at ALL handwashing sinks.</p>	<p style="text-align: center;"><b>Refuse Disposal</b></p> <p>Identify company responsible for refuse disposal:</p> <p>Is there a central refuse collection site? Indicate on plot plan.</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p style="text-align: center;"><b>Potable Water Supply</b></p> <p><input type="checkbox"/> Public Water Supply</p> <p><input type="checkbox"/> Non Public Water Supply (results of a most recent water test must be submitted)</p>	<p style="text-align: center;"><b>Liquid Waste Removal</b></p> <p>Identify responsible party for liquid waste removal:</p> <p>Frequency of liquid waste removal: _____ per day</p>
<p style="text-align: center;"><b>Public Way</b></p> <p>Permission granted by Montague Board of Selectmen</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Permission granted by Montague Police Department</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p style="text-align: center;"><b>Liquor Served</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, Permission granted by Montague Board of Selectmen</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p style="text-align: center;"><b>Entertainment</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, permission granted by Montague Board of Selectmen</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p style="text-align: center;"><b>Electrical Supply</b></p> <p>How will electricity be provided to Temporary Food Establishment?</p> <p>Contact local building department for applicable requirements</p>

**Sketch below the general layout of the Temporary Event indicating the location of the following:**

1. Temporary Food Establishments
2. Water Supply
3. Toilet and Handwashing Facilities
4. Trash Disposal Containers
5. Location of Shared Utensil-Washing Facilities
6. Refrigerated Trailer, if provided
7. Location of Animals, Rides, Attractions (Include distance of TFE from all other facilities on plot plan).

A large rectangular grid with a dotted pattern, intended for sketching the layout of a temporary event. The grid is approximately 20 units wide by 20 units high.

An event organizer permit will not be issued unless the application meets ALL applicable requirements found in the Federal Food Code and the State Sanitary Code. Additionally, the undersigned is aware that non-compliance may result in closure of the event and/or temporary food establishments.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**We are sorry, but incomplete applications will not be processed by the Montague Board of Health.**

Approval of this application by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required (i.e.: federal, state, or local). Note: The undersigned is aware that non-compliance may result in closure of the temporary food establishments.

**PLEASE DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY**

Application Approved

Yes    No\*See reason   Date \_\_\_\_\_   Reviewer Signature/Title \_\_\_\_\_

Permit Restrictions: \_\_\_\_\_

Permit Effective Dates: \_\_\_\_\_

\*Reason(s) for Disapproval: \_\_\_\_\_

**Event Organizer- Please return your completed application to the Montague Board of Health.**



# Turners Falls Fire Department

Fire, Rescue & Emergency Services

John Zellmann  
Chief of Department

180 Turnpike Road • Turners Falls, MA 01376-2602 • 413-863-9023 – chief@turnersfallsfire.org

## **Outside Event – Fire Department Requirements**

Are you using a generator at the event?

- You must have a fire extinguisher with a minimum rating of 2A:10BC.

Are you cooking at the event?

- You must have a fire retardant *NFPA 701 flame certified* tent or canopy. ***Certification tag must be affixed to the tent or canopy.***
- People in the tent must be limited to those involved with food preparation.
- Food should be served at the outer edge of the tent or canopy.

Are you cooking with Propane (LP), wood, or charcoal?

- You must have a fire extinguisher with a minimum rating of 4A:60BC.
- LP-gas containers should be located at the outer edge of the structure and secured to prevent tipping, damage or tampering.
- The LP container shall be accessible to operators and first responders.

Are you cooking with a flat-top grill or a deep fryer?

- You must have a K Class extinguisher.

Are you cooking in a food truck/trailer?

- You must have a hood system equipped with a suppression system. Hood and suppression system must have up-to-date inspection and service/cleaning completed with proper sticker/tags present.

**Inspections will be conducted by the Turners Falls Fire Department prior to the start of the event.**

**Failure to comply with any of the above Fire Department requirements will result in forfeiture of vending at the event with no refund.**

***If you have any questions at all regarding these fire safety rules, please call the Turners Falls Fire Department at 413-863-9023***