



Please fill out the information on this permit and send this back to us at:

Rehabilitative Resources, Inc.

Attn: Jennifer Petraitis

P.O. Box 38

Sturbridge, MA 01566

**Please do not send the permit to the Board of Health
as all forms must be reviewed and sent in together for the event.**

Sturbridge Board of Health

APPLICATION FOR A PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

Must be submitted 30 DAYS IN ADVANCE OF EVENT

_____ Profit Non Profit

Establishment/Food Vendor: _____

Contact Name: _____ Phone #: _____

Address: _____

Person in Charge: _____ Phone #: _____

Event: RRI 8th Annual Wine & Beer, Tasting & Auction; Sip, Sample & Support Time: 5:30pm-8:00pm

Location: The Tavern at Old Sturbridge Village Address: 1 OSV Road, Sturbridge Date: 3/29/12

Event Coordinator: Kerrie Mason Phone #: 508-347-8181 ext. 105 Cell # _____

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 _____

Place of preparation (must be a permitted kitchen) _____

Method of hand washing/hand sanitizing _____

Method of sanitizing cooking utensils, etc. _____

Name of Serve Safe Person Certified _____ **ServSafe Certificate must accompany this application**

**All food must be covered at all times during display. No bare hand contact with ANY ready-to-eat foods.

**All food contact services must be sanitized and kept clean at all times.

**All food must be protected from sunlight to prevent temperature elevation.

**All food must be stored at least 6 inches off the ground.

**Non-Sturbridge establishments must submit a copy of their out-of-Town (Board of Health) Permit Food Establishment or SERVSAFE Certificate.

N/A Submit Permit Fee \$30.00* made out to Town of Sturbridge with this application *(For profit only). **Proceeds to benefit people with developmental disabilities (Rehabilitative Resources, Inc. 5013-C**

Signature

Date

BOARD OF HEALTH - MEMORANDUM

To: All Temporary Food Event Participants

From: Alyssa Rusiecki – Health Agent & Sturbridge Board of Health

Please be advised that the following shall be required:

- Hot foods must be held at 140 degrees Fahrenheit, and
- Cold foods must be held at 41 degrees Fahrenheit, and
- No bare hand contact with ready to eat foods, and
- Hand washing/sanitation is required, and
- Utensil sanitation is required.

The following equipment shall be required:

- Thermometer;
- Wipes or sanitizer to sanitize the thermometer in between uses;
- Multiple pair(s) of disposable gloves;
- Tongs or tissue to serve ready to eat food;
- Hand-wash station or hand sanitizer;
- Sanitizer for utensils and corresponding test strips to test sanitizer;
- Covers for food/shade for food; and
- Labels on each product or list of ingredients posted (for allergen potential).

Note: If you wish to have self-serve items, such as crackers or chips, individual cups are required if an appropriate serving utensil is not available. If you have any questions, please feel free to call 508-347-2504. Thank you

GENERAL EVENT INFORMATION:

- The event will run from 5:30pm-8:00pm at the Oliver Wight Tavern located at the gate of Old Sturbridge Village
- You can get in to set up as early as 3:30pm.
- **MUST BE e ready to serve by 5:00pm.** The Sturbridge Board of Health will be there to inspect each food vendor. They will not allow vendors to participate if they are late.
- Wine glasses will be provided at a station and handed out when people enter.
- Each wine / beer table will have water, ice if needed and “dump buckets”.
- Attendees will receive a program listing all food & beverages being served as well as all participating sponsors. We will have a silent auction as well for people to bid on donated items.
- You can unload in the front of the Tavern & then move your car to the parking lot. Assistance will be available to help you unload if needed.

Restaurants / Vendors should also bring the following:

- Thermometer with proper food sanitizing agent/wipes to clean between readings. Please be advised the Town Board of Health will be coming to check food temperatures during the event!
- Gloves, Hand Sanitizer, Serving Utensils
- Chafing Dishes, *if needed*
- Napkins
- Electric Cord, *if needed*
- Sternos or other method of keeping food hot, *if needed*
- You will need to bring your own promo materials / display items / signage

**Please make sure food meets all ServSafe guidelines as established by the Town of Sturbridge.
The inspector will be attending so please only serve what was on your permit application.**