

TRI-TOWN HEALTH DEPARTMENT
Lee ~ Lenox ~ Stockbridge

FOOD SERVICE- SPECIAL EVENT PERMITTING POLICY
(Revised 9.28.2018)

Permit Required: You **must** obtain a permit from the Health Department to sell or distribute any food to the public other than those exempted and itemized in the below segment on this page.

Permit Application Documents Submitted to Tri-Town Health Department:

- **Completed Food Service- Special Event Application.**
- **Check made payable to the town in which the event is located.**
Fee: \$50 per event or \$75 for Seasonal Farmer's Market.
- **Current Food Manager's Certificate (example: Serv Safe.)**
- **Allergy Awareness Certificate.**
- **Copy of your local Board of Health permit/license (not Common Vic or Business.)**
(Licensed establishments in Lee, Lenox or Stockbridge are not required to resubmit the above documents as long as they are current and on file.)

Additional Requirements:

- Food vendors must be in compliance with guidelines set forth in **105 CMR 590.000: Minimum Standards for Food Safety, State Sanitary Code, Chapter X.**
- All vendors preparing and serving food shall have sanitary hand washing mechanisms available as well as non-latex gloves.
- Open fire or Propane use: contact the Fire Department.
- Tent: contact the building inspector.
- Processed meats: all processed meats shall remain frozen and bear a USDA approved stamp with identification number on each package.
- Canning jams, jellies and/or other potentially hazardous foods shall be prepared and processed in an approved/licensed Board of Health kitchen.
- The Tri-Town Health Department does not allow the use of private homes for preparing or serving food.
- All foods must be prepared in a dedicated commercial kitchen.

Exempted/Permit Not Required: You will **not** be required to obtain a permit from the Health Department to sell or distribute the following foods:

- Eggs: Farm fresh eggs stored and maintained at 45°F (7.2°C.)
- Honey: Unprocessed/ raw defined by the National Honey Board: honey as it exists in the beehive or obtained by extraction, settling or straining without added heat.
- Maple syrup: Syrup only is exempt; maple products, such as candy, are not exempt.
- Produce: Fresh uncut fruits and vegetables.

Please note: Foods prepared in unlicensed kitchens will **not** be permitted per Tri-Town BOH local regulations.

If there are any questions please do not hesitate to contact this office.
On behalf of the Boards of Health please have a safe and fun event!

James J. Wilusz, R.S.
Health Director/Registered Sanitarian
JW/ZR