



**Department of Inspectional Services  
Worcester, Massachusetts**

**Inspectional Services**

**Christopher P. Spencer  
Commissioner/Building  
Commissioner**

**Amanda M. Wilson, Director  
Housing/Health Inspections**

**Temporary Food Application Process**

- A temporary food permit is required if the public eat or drink product being sampled or sold.
- All temporary food service permits applications must be filled out completely. All permits must be received by this office by 3pm daily for processing.
- All permits must be delivered with check, money order, and cash in exact denominations. Credit cards are accepted but must be used in person.
- Establishments not licensed by the City of Worcester will require a copy of their current permit from the City/Town licensing the establishment. In addition, a Certified Food Manager certificate must be included with applications.
- Food that is made in residential kitchens does not qualify for a temporary food permit, unless permitted from the City/Town in which you reside, then you must provide a copy of said permit.
- Large events (10 or more vendors) must be coordinated by the organizer of the event. The organizer is responsible for submitting all permit documents required.
  - Applications for large events (10 or more vendors) must be received **14 days** prior to the event.
- Small events (less than 10 vendors) must have application received **7 days** prior to the event.
- Vendors using gas or propane must check with the City of Worcester's Fire Prevention Unit (508) 799-1822 to inquire about necessary permits.
- Please contact the City of Worcester's Parks Department at (508) 799-1190 for questions regarding holding an event in a City park, For special events that are not being held in a city park please contact the City Manager's Office at (508) (508)-799-1175 or send an email to [specialevents@worcesterma.gov](mailto:specialevents@worcesterma.gov) for any type of event.
- For questions regarding temporary food applications please contact the Food Protection Unit (508) 799-1198 x 33030 or email [inspections@worcesterma.gov](mailto:inspections@worcesterma.gov).



Department of Inspectional Services  
Worcester, Massachusetts

Food Unit

DATE \_\_\_\_\_  
APPROVED \_\_\_\_\_  
DISAPPROVED \_\_\_\_\_  
DATE PAID \_\_\_\_\_  
FEE PAID \_\_\_\_\_

(OFFICIAL USE ONLY)

Christopher P. Spencer,  
Commissioner  
Amanda M. Wilson,  
Director

\*PLEASE MAKE CHECK PAYABLE TO: CITY OF WORCESTER  
1 to 15 days \$60.00/over 15 days \$195.00

Housing/Health Inspections

**APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT**

NAME of EVENT: \_\_\_\_\_ Number of Vendors \_\_\_\_\_

LOCATION of EVENT: \_\_\_\_\_

DATE(S) of EVENT \_\_\_\_\_ TO \_\_\_\_\_ TIME(S) \_\_\_\_\_ TO \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

OWNERS NAME/APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OWNER'S PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

**LIST ALL FOODS/BEVERAGES THAT WILL BE SERVED**

(attach menu or use additional sheets if necessary)

Type of Food: \_\_\_\_\_ Source: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHERE IS THE FOOD PREPARED: \_\_\_\_\_

(Residential kitchens can not be used)

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
Social Security or Federal ID#

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Corporate Officer (if applicable)

# Guidelines for Temporary Food Vendors

---

**In order to ensure that safe and sanitary foods are served to the public, your temporary food permit is issued based on the following conditions:**

- Your Certified Food Manager certificate, temporary food and propane permits (if applicable) must be conspicuously displayed on site.
- **Only the foods stipulated on your temporary food permit may be served.**
- Foods must be obtained from an approved commercial source. Proof of source such as receipts, packaging, and boxes must be on site.
- All TCS foods such as chicken, meats, commercially pre-cooked sausages, hamburgers, prepared vegetables, must be maintained either above 135 degrees F or below 41 degrees F **after initial cooking.**
- Only mechanical refrigeration or crushed / cubed ice is allowed as a cooling medium. Foods shall not come in contact with water or undrained ice. Packaged foods may not be stored directly in ice if it is subject to the entry of water.
- All foods, drinks and condiments shall be handled and stored in a manner that prevents contamination such as using clean covered containers, storing equipment and food up off the ground etc. Trash bags are not to be used for food storage.
- Running water with liquid soap and disposable paper towels for hand washing must be available and set-up prior to food preparation. Bottled water with a pull out spout is acceptable. Check with the Inspectional Services Department for other acceptable methods.
- All food handlers shall wash their hands after utilizing the toilet facilities, smoking, eating, changing tasks, and changing gloves or when hands become contaminated. All wrist jewelry and adornments must be removed.
- Bare hands may not contact ready-to-eat foods. Suitable utensils shall be used such as deli tissue, spatulas, tongs, single-use non-latex gloves etc. Bare-hand contact shall be minimized with foods that are not ready-to-eat.
- All equipment, utensils, containers etc. shall be in clean, sanitary condition. Where there are no warewashing facilities obtainable, a spare set of work utensils shall be available.
- All carts must be thoroughly pre-cleaned before set-up at the event.
- People handling the food shall wear clean outer garments, hair restraints, and utilize food hygienic practices.
- Vendors licensed to sell scooped ice cream must store scoops individually in each tub of ice cream or in clean water that is changed every 15 minutes.
- Smoking is prohibited within 10 feet of a cart or food storage area. Employee must wash their hands thoroughly with soap before returning to work.
- Garbage and refuse shall be disposed of in a satisfactory manner. The premises shall be kept clean.
- A stem type of thermometer that has been properly calibrated must be available for testing TCS foods on site. The thermometer must be cleaned and sanitized before and after use in a manner approved by the Inspectional Services Department. Refrigerated units must have thermometers.
- A labeled spray bottle of sanitizer prepared at proper concentration must be on site and used on all food contact surfaces, utensils etc.
- **If any of these conditions are not set-up and maintained, your temporary food permit will be immediately revoked and you will be ordered to stop serving food.**

**If you have any questions regarding the above conditions, call Department of Inspectional Services, Food Protection Program at 508-799-1198 ex.33030, prior to the event.**