



ROCKPORT BOARD OF HEALTH

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TEMPORARY FOOD EVENT INFORMATION

Dear Community Event Organizer:

This flier is to advise you that if you plan an event where food or beverages are served to the public (whether or not a fee is charged) **you must apply for a Temporary Food Establishment (TFE) License** from the Board of Health at least 30 days prior to the event. A Temporary Food Event is defined by the FDA Food Code as a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

Food preparation in TFE operations can pose significant hazards due to limited physical facilities and equipment. The lack of proper storage and preparation space, inadequate refrigeration and hot holding units, inadequate hand washing facilities and the lack of a hot/cold potable water supply are a few of the factors often identified in TFE operations which may contribute to cross-contamination, inadequate holding temperatures and the contamination of food by infected food handlers.

Please note that neighborhood bake sales offering non-potentially hazardous foods such as cookies, cupcakes, and brownies are exempt from needing a Temporary Food License.

Private events held for **members** of a club, community group, or religious organizations are **not** subject to licensure by the Board of Health. However, if the food is being catered, the caterer is required to have a license with their local Board of Health for their base of operations and must notify the Board of Health in the town in which the food will be served.

If you are planning an event which is open to the public and food will be served, please review the enclosed information about Temporary Food Events.

- Application for Temporary Food Establishment Permit
- "Food Safety at Temporary Events" pamphlet
- "Are You Ready?" checklist
- State Sanitary Code: 105 CMR 590.009(c): Temporary Food Establishments section
- Temporary Food Event Coordinator Checklist

Please note that non-profit organizations are exempt from the fee. However, if the application is received less than 30 days prior to the event, a late fee of \$50 will be charged. (\$100 for applications received less than 10 days prior to the event).

It is our goal to provide you with the information you need to conduct your event and protect the public health. If you have any questions or concerns, please contact me either by phone or email. Thank you.

Laura Osmond
Public Health Inspector

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