



TOWN OF HANOVER

Board of Health

550 Hanover Street Suite 17
Hanover, MA 02339
Tel: 781-826-4611
Fax: 781-826-5289

Fee: \$15.00

Guidelines for Events Vendors

Vendors serving/ preparing food require a food permit through the Hanover Board of Health. Information must be submitted to the Board of Health no later than 3 weeks prior to the event.

Food Establishments already permitted in Hanover:

- Detailed menu for the event.
- A copy(s) of a food handlers/ managers certificate for the person(s) in charge (PIC) that will be responsible at the event.
- This form completed.

Food vendors that are located out of town or that are not currently permitted in Hanover:

- All items above.
- A completed food application with fee.
- A copy of current food permit where base of operation is and where the food is prepared/ cooked.
- The last Board of Health inspection report for that location, faxed directly from the Board of Health.

New England Holiday Craft Spectacular

Name of Event you will be attending: at the Starland Sportsplex Date of event: Dec. 2 & 3, 2023

Establishment Name: _____ Contact: _____ Cell: _____

Tel.: _____

1. How will food be transported to the event? _____

2. Will the food be cooked at the event, or in your permitted kitchen? (Indicate such on the event menu you must submit) _____

3. How will the food be kept hot/ cold at the event? _____

- Food permit (issued by the Hanover Board of Health) must be posted at the event in a visible location.
- Gloves must be on site and worn as describe in 105 CMR 590.000.
- If shellfish is on the menu, seafood tags must be available for view by the Hanover Health inspector.
- Thermometers must be on site and used to monitor food/ refrigeration temperatures.
- If tents are to be used, they must be permitted by the Hanover Building office.
- Vendors must post, in a visible location, a list of ingredient for the items they will be serving.

Owners signature

Date

May 2010