



Saturday, September 24, 2016
FOOD COURT INFORMATION

Westwood Day 2016 is just around the corner! The process for becoming a Food Court vendor has been streamlined. Please note the step-by-step process detailed below:

Westwood Day 2016 Food Court Vendors must:

Complete the Westwood Day Temporary Food Application. Submit, via US mail, the completed form with a \$20 check, made out the Town of Westwood, to:

- Town of Westwood
- Attention: Linda Shea, Board of Health
- 50 Carby Street,
- Westwood, MA 02090

Once approved by the Board of Health, complete a CORI form for all persons representing your organization/business who will physically be on the property/grounds at Westwood Day. CORI forms may **not** be e-mailed. Submit, either via US mail or in person, the completed CORI forms to:

- Town of Westwood Police Department
- Jeff Silva, Chief of Police
- 590 High Street
- Westwood, MA 02090

Once approved by the Board of Health, complete the Westwood Day 2016 Food Court Application and Fire Permit. Submit, via US mail, the completed applications with a check (fee structure on application), made out to the Town of Westwood, to:

- Westwood Recreation Department
- Westwood Day Food Court – Susan M. Perry
- 240 Nahatan Street
- Westwood, MA 02090

The Board of Health will work with you on items related to health regulations. Once approved by the Board of Health, the Recreation Department will work with you on the particulars of the day. The Westwood Police Department will only contact you in the event there is a concern related to the CORI forms.

Please e-mail with me any questions. Once the above steps have been successfully completed, you will receive a confirmation e-mail from the Westwood Recreation Department. Approximately four weeks prior to the event, you will receive an e-mail with additional information related to the day: when to arrive, where to park, where to situate yourself, etc.

On the day of the event, Saturday, September 24, 2016, as you drive into the complex, you will receive your parking pass, site map, etc.

At any time, please e-mail directly with any questions related to the Food Court at Westwood Day 2016.

Sue

Susan M. Perry
Westwood Recreation Department
sperry@townhall.westwood.ma.us

Food Source (store/vendor)	Address

Describe on-site storage (food, food equipment and single serve items)

Describe transportation of above (coolers or cambros)

Describe temperature control methods (if applicable)

Source and storage of water/ice

Type of sanitizer used (bleach, quaternary ammonia) Test papers on-site? _____ Yes _____ No

Describe proposed restroom and hand wash facilities, (type, location, number)

Will electricity be provided to food booths? _____ Yes _____ No

Describe potable water supply and delivery

Describe wastewater disposal

Describe trash/garbage disposal (on site or take away)

By providing this information, you will assist in identifying potential public health problems that might occur during your event. Solving these problems in advance provides the opportunity for a successful and smooth operation.

I certify that I am familiar with 105 CMR 590.000 of the State Sanitary Code, Chapter X; Minimum Requirements for Food Establishments and the 1999 Federal Food Code and the above described establishment will be operated and maintained in accordance with the regulations.

Pursuant to MGL 62C, Section 40A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed State Tax returns and paid State Taxes required under law.

If you are not a Westwood Food Establishment, we need a copy of your current permit to operate, food manager & allergen awareness certificates and a copy of your worker's compensation policy declaration page and affidavit.

Signature

Federal ID/Social Security Number

Westwood Day Temporary Food Operations Are You Ready?

Temporary Food Event Permits are required whenever food is sold or served to the public in a facility or location that does not hold a current Board of Health Food Permit. Each permit must state the type of food products to be sold at the event. In general temporary events are no longer than two weeks in duration.

- Application** Submit a completed temporary food application to the Health Department fourteen (14) days in advance of the day.

Be sure to check with the Board of Selectmen, Fire Department, Building Department and any other applicable town agency regarding your event.

FOOD UTENSIL STORAGE AND HANDLING

- Dry Storage** Keep all food, equipment, utensils and single service items off the ground and protected from contamination.
- Cold Storage** Keep potentially hazardous foods at or below 41°F. An insulated container with sufficient coolant (ice packs) **may** be approved by the Board of Health for storage of less hazardous foods, or use at events of short duration. Canned or bottled beverages stored in self-draining ice is acceptable.
- Hot Storage** Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous foods.
- Food Preparation** Bare hand contact with ready to eat foods is prohibited. Use disposable non-latex gloves, utensils, or other means approved by the Board of Health.

Protect all storage, preparation, cooking and serving areas from contamination from the elements, dust debris and flying insects.

Obtain food from an approved source only. Home preparation other than non-potentially hazardous baked goods is prohibited (organizations only)

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.

All food must be served on single-service disposable dishware and utensils.

- Transportation** Transport food appropriately-coolers for cold food, cambros for hot food. Transport from store to event site-no errands. Transport in clean vehicles-no pets, no smoking.

PERSONNEL

- Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local Board of Health for food protection management certification requirements.
- Handwashing** Food handlers must wash hands before handling food, between glove changes, after using the bathroom and after non-food activities. A minimum two-gallon insulated container with a spigot,

basin, liquid soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted.

- Hygiene** Food handlers must have clean garments and effective hair restraints and use proper handwashing techniques. Tobacco use is not permitted.

CLEANING AND SANITIZING

- Sanitizing** Use chlorine bleach for sanitizing food contact surfaces and equipment. Sanitizing solution in a spray bottle must be available along with paper towels. Two teaspoons of bleach in one gallon of water provides the necessary concentration of sanitizer (100 ppm).

WATER

- Water Supply** An adequate supply of potable water shall be on-site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.
- Wastewater** Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled “wastewater” shall be provided in the booth. Pouring wastewater onto the ground is prohibited.

PREMISES

- Trash** Provide adequate number of lined covered containers in food preparation, hand washing and eating areas. Dispose of trash properly.
- Restrooms** Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.
- Clothing** Store personal clothing and belongings in a designated place and away from food preparations, food service and handwashing areas.

Contact Information:

Cheryl Kelly, Sanitarian/Food Inspector
781-251-0800

Linda Shea, Health Director
781-320-1026



**CRIMINAL OFFENDER RECORD INFORMATION (CORI) FOR WESTWOOD DAY
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
EVENT PARTICIPATION, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES.

The Town of Westwood is registered under the provisions of MGL. c. 6 § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, event participants, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, event participant, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Town of Westwood to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Town of Westwood written notice of my intent to withdraw consent to a CORI check.

**FOR EMPLOYMENT, VOLUNTEER, EVENT PARTICIPATION AND LICENSING
PURPOSE ONLY**

By signing below, I provide my consent to a CORI check for the below listed purpose:

Event Participant for Westwood Day 2016

SIGNATURE _____
DATE

Last Name First Name Middle Initial Suffix

Maiden Name (or other name(s) by which you have been known)

Date of Birth Place of Birth

Social Security Number: _____ - _____ - _____ (full number is required)

Driver's License or ID Number	State of Issue
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Mother's Full Maiden Name	Father's Full Name
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Street Number and Name	City or Town	State	Zip Code
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Westwood Day Group or Organization Affiliation (Example: Charlie's Chowder House)

The above information was verified by reviewing the following form(s) of government-issued identification:

VERIFIED BY: _____

Name of Verifying Employee (Please Print)

Signature of Verifying Employee

Mail, fax or deliver form to:
Chief of Police, Westwood Police Department
590 High Street
Westwood, MA 02090
Fax # 781.326.4609

**For any questions regarding this form please contact the
Chief of Police at 781-320-1000 or email jsilva@westwoodpd.org**

IMPORTANT: DO NOT EMAIL FORM – SENSITIVE INFORMATION ENCLOSED



Saturday, September 24, 2016

FOOD COURT APPLICATION

Group/Business Name: _____

Address: _____

Contact Person: _____ Email: _____

Business Phone: _____ Cell Phone: _____

Type of Food: _____ Space Request Dimensions: _____ feet by _____ feet

One 8 foot table and two chairs will be provided. Tents will **NOT** be provided. All tents set up, must be properly secured/weighted.

Please provide a general list of all items to be sold.

Please provide a list of your combustible/ignitable sources and/or your electrical requirements: Include details, i.e. quantity, size, etc. For example: One twenty pound propane tank, or, electricity for one 20 cu/ft. freezer. Please note if you do not require electricity.

Westwood Day will take place from 10:00 AM to 3:00 PM at the Westwood High School.

Event will be held Rain or Shine, and no refunds will be given.

Food Court Spaces

Non-Westwood Business & Individual

Westwood Business & Individual

Fee (Includes one 8 foot table and electricity)

\$200.00

\$135.00

The Westwood Day Committee reserves the right to decline space that is not compatible with the goals and objectives of the day.

Please make check payable to *Town of Westwood*. Checks and Applications may be dropped off at the Westwood Recreation Department during normal business hours, or mailed to Westwood Day c/o Westwood Recreation Department, 240 Nahatan Street, Westwood, MA 02090. Questions: E-mail - sperry@townhall.westwood.ma.us

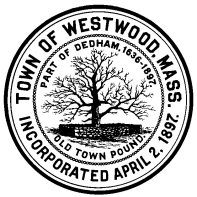
Check List:

() Board of Health Temporary Food Application

() CORI, Police Department

() Fire Permit

Revised February 2016



Westwood Fire Department

637 High Street, Westwood, MA 02090

Headquarters 781.326.3885-Fax 781.326.8382-Fire Prevention 781.320.1063

APPLICATION FOR STANDARD PERMIT

William P. Scoble
Chief of Department

Michael F. Reardon
Deputy Chief

FP-006
(Rev. 04/12)

Permit Number: _____

City or Town: Westwood

Date: _____

DIG SAFE NUMBER

Start Date: _____

In accordance with the provisions of M.G.L. Chapter 148, as provided in Section _____ application is hereby made

by _____
(Full Name of Person, Firm or Corporation) (Phone Number)

of _____
(Address: Street or P.O. Box, City or Town, Zip Code)

for permission to (state clearly purpose for which permit is requested) _____

Name of Competent Operator (if applicable) _____ Cert. No. _____

Date Issued-rejected _____ By _____
(Signature of Applicant)

Date of expiration _____ Fee _____ Amount Paid \$ _____