



**TOWN OF MENDON**

**BOARD OF HEALTH**

18 Main Street | Mendon, MA 01756

PH: (508) 634-2656 | Email: BOH@MendonMA.Gov

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**CONCESSION STAND (TEMPORARY) APPLICATION  
(PERMITS EXPIRE AT CLOSE OF SEASON)**

**Please attach this page with your completed application (Page 2):**

Non-Refundable Payment of \$25 (Check made payable to the Town of Mendon)

Please note that a Late Fee of \$10 will be applied if application is not received 14 days prior to the opening date of your concession stand.

Prior to inspection, the Concession Stand **MUST** be thoroughly cleaned and ready for a health inspection. Failure to do so will result in a Non-Compliance Fee of \$25 and a Reinspection Fee of \$35 by this office.

**IMPORTANT:**

When filling out  
Forms on the  
computer, use  
**TAB** key to move  
to next line – **DO**  
**NOT USE** the  
ENTER key.



**\*\* PLEASE NOTE THAT A SIGNATURE IS REQUIRED ON PAGE 2 \*\***

Applicants may either mail their information or apply in person at the Board of Health office.

The office hours are Monday thru Thursday from 7:00 a.m. – 4:00 p.m. CLOSED ON FRIDAY'S

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**BOARD OF HEALTH OFFICE USE ONLY**

**APPLICATION APPROVED:** ☐ YES ☐ NO

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Board of Health Member / Agent*

\_\_\_\_\_  
*Date*



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**CONCESSION STAND APPLICATION  
(PERMITS EXPIRE AT CLOSE OF SEASON)**

**FEE: \$25.00**

**PERMIT #:** \_\_\_\_\_

\_\_\_\_\_  
Name of Concession Stand Operator/Affiliation

\_\_\_\_\_  
Location of Concession Stand

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Name of Designated Person In Charge (PIC)

\_\_\_\_\_  
PIC Phone Number

\_\_\_\_\_  
PIC Email Address

\_\_\_\_\_  
Date(s) of Operation

**THRU**

\_\_\_\_\_  
Hours of Operation

**CONCESSION STAND MENU**

- ☐ Pre-packaged foods (chips, candy, gum)
- ☐ Pre-packed beverages (soda, water, Gatorade)
- ☐ Coffee – Hot Chocolate
- ☐ \*Hot Dogs, Hamburgers and/or Other TCS foods (TCS = time/temperature controls for food safety)  
***Requires Food Handler's Certification, this person must be on-site when TCS Foods are being prepared or served. Special requirements must be met – See Concession Stand Guidelines***
- ☐ Other: Please explain in detail any other food that you intend to offer – this will be subject to review and approval of the Board of Health

**ADDITIONAL INFORMATION**

FOOD SOURCE(S): \_\_\_\_\_

SOURCE AND STORAGE OF ICE: \_\_\_\_\_

WATER SOURCE: \_\_\_\_\_

TRASH DISPOSAL: \_\_\_\_\_

SEPTIC WASTE DISPOSAL: \_\_\_\_\_

**DESCRIBE HAND-WASHING FACILITIES:** *Hand-washing facilities are required unless **ONLY** pre-packaged foods are being offered:*

I certify by signing this application that I have received and read the Mendon's Board of Health Concession Stand Guidelines and agree to abide by them. I further understand that this concession stand is subject to inspection while in operation by the Board of Health and that should it be determined that if the stand is not operating in accordance with these guidelines, it shall be subject to closure and revocation of its permit to operate.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Date

# **CONCESSION STAND GUIDELINES**

1. A permit is required. Permits are issued seasonally and will expire at the close of the sport season. Applications must be received 14 days prior to opening for the season to avoid a Late Fee of \$10.
2. An inspection of the facility is required prior to the issuance of the temporary food permit – facility must be thoroughly cleaned PRIOR to inspection by the health department to avoid a Non-Compliance Fee of \$25 and a Re-Inspection Fee of \$35.
3. All foods must come from an approved licensed source.
4. All food, drinks, and condiments shall be handled and stored in such a manner to prevent contamination. (Covered, stored in clean containers, and kept off the ground)
5. **NO FOODS MAY BE SERVED THAT HAVE BEEN PREPARED IN A RESIDENTIAL KITCHEN.**
6. HANDWASHING MUST BE AVAILABLE. Concession stand must set up a temporary hand-wash station (diagram available from BOH) or provide hand sanitizer or hand sanitizing wipes. The use of disposable gloves can provide an additional barrier to contamination, but gloves are not a substitute for hand washing.
7. **Bare hand contact with ready-to-eat foods is not allowed.** Disposable non-latex gloves shall be readily available to concession stand employees/volunteers.
8. Ice used to cool cans and bottles shall not be used in beverage cups and should be stored separately. Ice must come from an approved source. Use a scoop to dispense ice – never use hands. *Ice can become contaminated with bacteria and viruses and can cause food-borne illness.*
9. The use of crock pots is **PROHIBITED**. (Slow-cooking may activate toxins that can survive the cooking process.)
10. Garbage and refuse shall be disposed of in a sanitary manner. The premises shall be kept clean.
11. All booths shall have walls, floors and ceilings that are durable and cleanable. All interior wood must be finished so it is non-absorbent and cleanable.
12. **NO SMOKING** is allowed.
13. There must be one designated person in charge at all times responsible for compliance with these guidelines. The person-in-charge must tell food employees/volunteers that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment or utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

## **ADDITIONAL REQUIREMENTS FOR THE SALE OF HAMBURGERS & OTHER TCS FOODS**

1. Person-In-Charge must possess a Food Handler's Certification and must be on-site
2. Concession Stand must be equipped with a hand-wash sink
3. Concession Stand must be equipped with a 3-bay sink or 2-bay sink with BOH-approved variance
4. Hamburger patties must be FROZEN and properly stored on site.
5. Hamburgers are to be cooked on a grill outdoors.
6. A food product thermometer must be on site.
7. Hamburgers must be cooked to an internal temperature of 155° F.
8. Separate tongs must be used for raw and cooked hamburgers.
9. Must designate 1 or 2 people to cook burgers – they shall be knowledgeable of all requirements dictated above for concession stands in the Town of Mendon.