

Is a Temporary Food Permit Required?

Pot Luck Events

All of the following must be met for the event to be pot luck:

- people are gathered to share food at the event;
- there is no compensation provided to people for bringing food to the event;
- the event is not conducted for commercial purposes and;
- the participants at the event shall be informed that neither the food nor the facilities have been inspected by the state or a local public health department.

Temporary Food Permit Not Required but please refer to *Keeping Food Safe For Your Event*

Other Food Events:

If the public is invited and a caterer is preparing the food, caterer must complete Board of Health form. (Caterer means any person who prepares food, transports and serves it at another location, or who prepares and serves food at a food establishment, other than one for which he/she holds a permit):

If there is no caterer but the food is prepared on site: Temporary Food Permit Required

If the food is prepared on site and is (1) delivered to venue straight from the restaurant; and (2) will be consumed within 2 hours: Temporary Food Permit Not Required (if vendor already has permit on file; please contact Belmont Health Department)

If the food is not prepared on site and is (1) not delivered to venue straight from the restaurant; and (2) will not be consumed within 2 hours; and additionally, potentially hazardous food (PHF) will be served such as hamburgers, meatballs, and pizza (examples of non-PHF include popcorn, slush, baked goods, cotton candy): Temporary Food Permit is Required; If no PHF is served, Temporary Food Permit Not Required

If you have any questions regarding safe handling of food or if you require a Food Permit, please contact:

Belmont Health Department at 617-993-2720

Belmont Food Services at 617-993-5871

(Please note the BPS Food Services may require cafeteria staff at your event)

THIS INFORMATION WAS ORIGINALLY DEVELOPED BY THE STAFF AT THE BURLINGTON HEALTH DEPARTMENT 2015