



Commonwealth of Massachusetts
Town of Wrentham
Board of Health
79 South Street, Wrentham, MA 02093

TEL: (508) 384-5480
FAX: (508) 384-5449

Dear Caterer:

The following items are needed to apply for a catering license in the Town of Wrentham. The cost for a catering permit is \$110

1. Application for Catering Permit: This application must be completed in its entirety, do not leave any sections blank.
2. Workers' Compensation Insurance Affidavit. Massachusetts General Law Chapter 152 requires all businesses submit a Workers' Compensation Affidavit. The Workers' Compensation Affidavit can be found on our website.
3. Certificate of Liability: You must furnish the Certificate of Liability from your Insurance Company. The certificate must be dated within two weeks of the application and list the Town of Wrentham as a Certificate Holder.
3. Good Standing Approval: If you (owner) or the organization owns property in the Town of Wrentham, you must have this form processed by the Town Treasurer's office. Please provide a fully-executed Good Standing Approval form with your application. You may find this form on our website.
4. Food Certifications: Massachusetts State Law requires the following certifications in order to obtain a permit:
 - a) All catering establishments must have one person certified in food protection. Please provide current copies of this certification with your application.
 - b) All catering establishments must have one certified food protection manager with an allergen awareness certificate. Please see the state website for information on how to obtain this training. <http://www.mass.gov/eohhs/docs/dph/environmental/foodsafety/allergen-awareness-vendors.pdf>

Applications will not be accepted without any of the above documents and certifications.

All checks should be made payable to the Town of Wrentham/Board of Health. The cost is \$110. The Town of Wrentham cannot process credit or debit cards. The Board of Health office hours are Mondays 8am to 2pm, Tuesdays 12pm to 7pm, Wednesday 8am to 1pm and Thursday 11am to 4pm. Please contact the office at the 508-384-5480 should you require further assistance.

Sincerely,
Wrentham Board of Health
Debra Dunn, Chairwoman
Dr. Brian Kelly, Vice-Chair
George Smith, Clerk