



Lincoln Board of Health  
16 Lincoln Rd  
Lincoln, MA 01773  
(781) 259-2613 FAX: (781) 259-1677

## August 2015 - Updated

To: Caterers & Function Establishments

Re: Catering Licenses

The following procedures have been established for the licensing and monitoring of catered events in the Town of Lincoln. Caterers are required to obtain an Annual Caterer's License (Form F1) from the Lincoln Board of Health prior to catering events any events in the Town.

The following information must be submitted with the application form:

1. Fifty (\$50) dollar fee made payable to the Town of Lincoln
2. Copy of license from City/Town of Base of Operations
3. Copy of Food Manager's Certificate/Allergy Awareness Certification

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Once an establishment has received its Caterer's License from the Town of Lincoln, for each event catered in the town, it must submit a Registration for Caterers with the following information (*a minimum of 7 days prior to the event*). This may be faxed (978) 318-3281 or mailed to the Concord Board of Health, 141 Keyes Rd, Concord, MA 01742:

The following information is required seven days prior to each event. This may be faxed, (978) 318-3281, or mailed to Concord Board of Health, 141 Keyes Rd, Concord, MA 01742

1. Menu for event being catered
2. Number of people being served
3. Time and date of catered event
4. Copy of Food Manager's Certification/Allergy Awareness Certification
5. Copy of Town of Lincoln Catering License

Please forward this information to all Caterers working at your facility.

All Catering Forms are available on line: [www.concordma.gov/pages/ConcordMA\\_health/LincolnForms](http://www.concordma.gov/pages/ConcordMA_health/LincolnForms)

Feel free to contact me or Administrative Assistant Karen Byrne at (978) 318-3275 if you have any questions.

Stanley J. Sosnicki  
Assistant Public Health Director



## LINCOLN BOARD OF HEALTH

141 Keyes Road  
Concord, MA 01742  
(978) 318-3275 FAX: (978) 318-3281

**August 2015 – Updated**

### TOWN OF LINCOLN REGISTRATION FOR CATERERS (No Fee)

*The following information must be provided and submitted by the Licensed Caterer<sup>1</sup> with each catered event held in the Town of Lincoln **a minimum of 7 business days prior to event.***

Name of Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Caterer's Base of Operation: \_\_\_\_\_

Location of Catered Event: \_\_\_\_\_

**Please include the following items (and check of the box that you have done so)**

- Menu for event being catered
- Number of people being served
- Time and date of catered event
- Copy of Food Manager's Certification/Allergy Awareness Certification
- Copy of Town of Lincoln Annual Catering License

I, the undersigned, hereby apply to the Lincoln Board of Health for a Catering Registration in accordance with MGL Ch. 94, s. 328 and 105 CMR 590.000 Minimum Standards for Food Establishments, Chapter 10, Federal Food Code 1999. I certify to my best knowledge and belief, have filed all state tax returns and paid all state taxes as required under the law.<sup>2</sup>

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
By Corporate Officer (if applicable)

\_\_\_\_\_  
FID Number or Social Security Number

\_\_\_\_\_  
Date of Application

<sup>1</sup> Caterers are required to obtain an annual license to operate within the Town of Lincoln – A catering establishment applying for its initial license to operate in the Town of Lincoln must complete Form F and submit appropriate fee (\$50) as well. You can obtain information on line as well [www.concordma.gov/pages/ConcordMA\\_health/LincolnForms](http://www.concordma.gov/pages/ConcordMA_health/LincolnForms)

<sup>2</sup> Permit will not be issued unless certification clause is signed by applicant. SSN or FID numbers will be furnished to Mass DOR to determine whether the applicant has met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. Request is made IAW MGL, Ch. 62C, s. 49