

BEDFORD BUDDLINER

120 South Road, Bedford, Massachusetts 01730

Mailing Address: 12 Mudge Way, Bedford, MA 01730 \_\_\_\_\_

Date

Organization or Individual(s) requesting use: \_\_\_\_\_

Address: \_\_\_\_\_

Business or Cell # \_\_\_\_\_ (h) Tel. # \_\_\_\_\_

Email: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

Hours: from \_\_\_\_\_ to \_\_\_\_\_

Time entrance doors to railroad car be unlocked: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Purpose of function \_\_\_\_\_

INVOICE TO: \_\_\_\_\_ Address: \_\_\_\_\_

*Please refer to Temporary Food Establishment Operations (attached) as a guide for compliance with MA food safety regulations.*

Please call Fay Russo several days before your event to reconfirm at 781-275-4880.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ payable to "Town of Bedford" to be submitted with signed application form. INVOICE WILL BE MAILED TO YOU FOLLOWING YOUR EVENT FOR BALANCE BASED UPON THE # OF HOURS.

It is acknowledged that the Town of Bedford, Town Center of Bedford, Inc. and/or its representatives accept no liability with respect to any claims which might arise out of the activities of your organization or individuals involved with your organization and further stipulate that the Town of Bedford and its representatives be held harmless.

I(we) acknowledge Rental Conditions and Policies & Procedures attached with reference to rental in the Bedford Buddliner on \_\_\_\_\_.

Organization name, if applicable \_\_\_\_\_

Signature \_\_\_\_\_

## BEDFORD BUDDLINER FEE SCHEDULE

(Please note: Fees are based upon time of entry to departure excluding custodial set up and clean up.)

WEEKDAYS: \$30 per hour (includes custodial cost)

WEEKENDS: \$35 per hour (includes custodial cost)

DEPOSIT: \$25

### What We Provide and Do:

- A. Reserve and rent space for your event on a first come, first served basis, at the rates stated above.
- B. Provide custodial services during your event before and after with set up and take down when applicable, and routine cleaning.
- C. Return the facility to the same high standard as it was for your event. This includes removal of trash from receptacles and sweeping and/or washing floors and the associated lavatories and access ways.
- D. Bill you for the rental and any extra charges, less your deposit.

### What You Do:

- A. Schedule with the facilities coordinator.
- B. Read and understand all of the attached terms, conditions, and policies.
- C. Submit a completed application form.
- D. Place a deposit.
- E. Treat the facility with the same care and respect you would in your own home.
- F. Bring accidental spills, etc. to the attention of the on-site custodian for immediate clean up.
- G. Follow all policies with regard to serving food and beverages.
- H. Do your part to return the facility to the conditions prior to your event.
- I. Clear all disposable items including paperware into receptacles at the conclusion of the event.
- J. Make sure all personal items of the hosts and the guests are removed.
- K. Avoid extra charges by adhering to the above.
- L. Remit payment promptly.

# Temporary Food Establishment Operations

## Are You Ready?

Use this guide as a checklist to verify compliance with MA food safety regulations.

- Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event.

### FOOD & UTENSIL STORAGE AND HANDLING

- Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- Cold Storage** Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.
- 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 food.
- Wet Storage** Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- Food Display** Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.  
Post consumer advisories for raw or undercooked animal foods.
- Food Preparation** Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.  
Protect all storage, preparation, cooking and serving areas from contamination.  
Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

### 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** A minimum two-gallon insulated container with a spigot, basin, 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.
- Health** The person-in-charge must tell food employees 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 and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.
- Hygiene** Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

## CLEANING AND SANITIZING

- Warewashing**                      A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.  
  
The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.
- Sanitizing**                              Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.
- Wiping Cloths**                      Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

## 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 Disposal**              Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled “Wastewater” shall be provided in the booth.

## PREMISES

- Floors**                                      Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.
- Walls & Ceilings**                      Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.
- Lighting**                                    Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.
- Counters/Shelving**                    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.
- Trash**                                        Provide an adequate number of cleanable containers inside and outside the booth.
- 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 in the booth, away from food preparation, food service and warewashing areas.

### [Need more information on food safety and MA food regulations](#)

[www.mass.gov/dph/fpp](http://www.mass.gov/dph/fpp)  
[www.foodsafety.gov](http://www.foodsafety.gov)

**Retail Food Information**  
**Gateway to Government Food Safety Information**

## POLICIES AND PROCEDURES FOR BEDFORD BUDDLINER RENTAL

As a condition of renting the Buddliner, I(we) do hereby agree to the following:

### I. USE OF RAILROAD CAR

- a. No smoking
- b. No open flames
- c. Children should be directly supervised at all times.

### II. USE OF THE ROOM

- a. All equipment including tables and chairs must be left in the same condition in which they are found. Any breakage must be reported to Town Center Office. Reimbursement is required for any damage caused by other than normal wear.

### III. CANCELLATION POLICY

- a. No fee with notification received at least 1 week in advance of the event. Weather-related conditions the day of event, with approval.
- b. \$25 with notification less than one week, but more than 24 hours preceding event.
- c. Full fee with notification 24 or less hours prior to event or "no show."