



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

10/22/2010

To: All Catered 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 a permit from the Lincoln Board of Health prior to catering events at your facility. The following information must be provided prior to licensing:

- 1. An application with appropriate 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.**

In addition, 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. Copy of Town of Lincoln Catering permit**
- 2. Menu for event being catered**
- 3. Number of people being served**
- 4. Time and date of catered event**

Please forward this information to all Caterers working at your facility. Feel free to contact me at (978) 318-3275 if you have any questions.

**Stanley J. Sosnicki
Environmental Health Inspector**