



# CITY OF MELROSE

# Health Department

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## MEMORANDUM

Date: June 2, 2009

To: Vendors Participating in the Victorian Fair September 13, 2009

From: Ruth Clay, Health Director  
Kristin McRae Sanitary Inspector

Subject: Health Department Permit Applications Deadlines and Fees

Thank you for participating in the Victorian Fair!

**All organizations that will sell or give away food MUST complete a temporary food permit application.** Applications are available on the City's website under Health Department, Permit Applications at [www.cityofmelrose.org](http://www.cityofmelrose.org).

Food operators which currently hold a license in Melrose will have their fee waived as long as their temporary applications are received by the Health Department by noon on Friday, September 4, 2009. After that time the fee shall be \$25.

### Food – whether for sale or free

Food Vendors that do not hold a permit in Melrose shall submit a temporary food permit application along with a fee of \$25 by noon on Friday September 4, 2009. After that time the fee will be \$50.

Non-profit organizations that will have food at their booths, (whether for sale or free) shall file for a temporary permit. There will be no fee unless the application is received after noon on Friday September 4, 2009; after which time the fee will be \$25.

**Please note: No booth spaces will be assigned by the Chamber of Commerce without confirmation that the Health Department has received the appropriate temporary permit application.**

Once again, thank you for your participation.