Guidelines for a Caterer Permit or Notification

105 CMR 590.000 State Sanitary Code Chapter X Minimum Standards for Food Establishments

590.009 Special Requirements (A) Caterers.

(1) Base of Operations. Each caterer shall have as its base of operations a food establishment that shall comply with the provisions of 105 CMR 590.000, except that a facility holding a permit as a residential kitchen shall not serve as the base of operations for a caterer.

(2) Notification. Each caterer shall:
(a) Notify the board of health of the city or town in which it plans to serve a meal prior to serving any meal elsewhere than in its own food service establishment and shall give written notice to the board of health on a form provided by the board or the Department either prior to or within 72 hours after serving a meal elsewhere than its own food service establishment; and
(b) If required by the board of health or its agent, provide the board with a copy of its food establishment permit prior to serving a meal in a city or town other than the one in which its food establishment is located.

Definition of a Catered Event: A single meal, party or similar gathering where food is served to a pre-determined number of people; food is generally served at one point in time to the entire group. Event planning is driven by the number of anticipated guests, and payment is contingent upon the guaranteed number of guests.

Definition of a Caterer: any person who prepared food intended for individual portion service; transports it to another location; prepares and serves food at a food service establishment other than one for which s/he holds a permit for service at a single meal, party or similar gathering.

Caterers may prepare food at their licensed base of operation or at another licensed food establishment. Caterers who prepare food at a location other than their own base of operation are responsible for providing adequate equipment and sanitary facilities. At an unlicensed facility, food handling should be limited to serving items prepared at the base of operation with a minimum of further food preparation, unless adequate equipment is provided by the caterer.

Anyone providing services comparable to a personal cook or housekeeper (purchasing and preparing food for a client in the client’s home kitchen and using the client’s equipment) will not be considered a caterer.
**Permit Requirements:** a caterer is required to hold a permit issued by the Board of Health or its agent in the city/town in which they have their base of operation. A base of operations must be designated on their application even if they routinely use other licensed facilities to prepare and serve food. Residential kitchens may not be used as a base of operations for catering.

<table>
<thead>
<tr>
<th>Examples of Permits for Caterer Operations</th>
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<tbody>
<tr>
<td><strong>Base of Operations</strong></td>
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<tr>
<td>Caterer operating from his/her own commercial catering facility.</td>
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<tr>
<td>Caterer operating from his/her own food establishment business.</td>
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<tr>
<td>Caterer operating from another business (e.g. restaurant)</td>
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**Notification Requirements:** Written notice must be submitted to the Board of Health agent which is the Health Inspector at Amherst Inspection Services.

Notice must be given prior to the event on the form provided: Caterer’s Notification Form and Food Protection Questionnaire for Catered Events.

In emergency situations, caterer may notify Amherst Inspection Services orally and follow up within 72 hours with written notification. There is no fee collected or permit issued for the notification process.
CATERER’S NOTIFICATION FORM
for the Town of Amherst

Date: _____________________

From: Name of Establishment ____________________________________
    Address of Establishment____________________________________
    Business Phone ___________________
    Email ___________________________

To: Amherst Inspection Services
    4 Boltwood Ave
    Amherst, MA  01002
    Attn: Health Inspector

Dear Amherst Health Inspector,

In accordance with 105 CMR 590.009 (A) (2) we wish to notify you that we plan to cater a
function within your jurisdiction:

____________________________________________________
Date             Time                  Approx. Number of people

Name and Address of venue
_______________________________________________________________________________

Menu (may be attached separately)

A copy of our caterer’s permit from the city/town of __________________ is enclosed.
    (Base of operation location)

Sincerely,

Name of person in charge: _______________________________________
Mailing Address: ______________________________________________
Contact Phone: _____________________ Email: ____________________
Food Protection Questionnaire for Catered Events in the Town of Amherst

Date: _____________ Time: _________________

Address/location: ____________________________________

Certified Food Manager will be on-site.       (   )   Yes (   )   No

Allergy Awareness Menu/Menu Board advisory will be present.      (   )   Yes (   )   No

List all foods that you will be chilling, holding, cooking, and/or re heating at the event:

On ice/refrigerated                      Cooking                                Reheating

_________________________________________  _______________________      ______________________
_________________________________________  _______________________      ______________________
_________________________________________  _______________________      ______________________
_________________________________________  _______________________      ______________________
_________________________________________  _______________________      ______________________

List the required temperature for each food as it leaves your preparation site:

_________________________________________  ____________          _____________________      __________
_________________________________________  ____________          _____________________      __________
_________________________________________  ____________          _____________________      __________
_________________________________________  ____________          _____________________      __________
_________________________________________  ____________          _____________________      __________

Describe how PHF will be kept at or below 41°F_____________________________________

Describe how PHF will be kept at or above 135°F_____________________________________

Give times that PHF will be: Set up __________   Served __________ Removed ___________

List all equipment that will be supplied for an event, including but not limited to food
Thermometers, cleaning wipes, utensils, non-latex gloves, heating utensils, ice, etc.: