



TOWN OF NORTHBRIDGE
BOARD OF HEALTH

Aldrich School Town Hall Annex – 14 Hill Street
Whitinsville, MA 01588
Phone# (508) 234-3272 Fax# (508) 234-0821

REGISTRATION FOR CATERED EVENT

In accordance with 105 CMR 590.009 (A), a CATERER as defined below, shall be responsible for notifying the board of health in 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.

CATERER: means any person who **prepares** food intended for individual portion service, transports **and serves** it at another location, or who **prepares and serves** food at a food establishment, other than one for which he holds a permit, for service at a single meal, party or similar gathering.

Any CATERER that **prepares and serves** food at a PRIVATE event within the Town of Northbridge must complete this form and file it with the Northbridge Board of Health.

An event that is OPEN TO THE PUBLIC shall be required to obtain a ONE-DAY Food Permit from the Board of Health prior to the event.

NAME AND ADDRESS OF LICENSED CATERER: _____

(Provide copy of Food Permit from Town/City in which your business is located.)

LOCATION OF CATERING EVENT: _____

DATE: _____ TIME: _____

ESTIMATED NUMBER OF MEALS TO BE SERVED: _____

(Provide copy of menu items to be served at event)

How will food be transported: _____

How will food be stored during event *(describe hot-holding and cold-holding)*: _____

Are hand-washing facilities available at Event location: _____

Are toilet facilities available at Event location: _____

Will gloves or other utensils be used to handle RTE (ready-to-eat) foods: _____

What type of sanitizer will be used and how will it be used: _____