

Caterer's Notification Form

CATERER'S NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY / STATE / ZIP: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_

To Wenham Board of Health: In accordance with 105 CMR 590.009, we wish to notify you that we plan to cater a function within your jurisdiction on:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

MENU: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate number of people who will be served at the function: \_\_\_\_\_

Name of person certified in Food Protection Management who will be present at function: \_\_\_\_\_ Certification No.: \_\_\_\_\_

Name of city/town where base of catering operation is located: \_\_\_\_\_

A copy of the Caterer's Food Establishment Permit is required if base of operation is located outside of the Town of Wenham.

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

**103 CMR 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.