



Amherst Inspection Services
4 Boltwood Ave
Amherst, MA 01002
Phone: (413) 259-3030 Fax: (413) 259-2402

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.

| Examples of Permits for Caterer Operations | |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Base of Operations | Operations designated on Permit |
| Caterer operating from his/her own commercial catering facility. | Caterer |
| Caterer operating from his/her own food establishment business. | Food Service/Caterer |
| Caterer operating from another business (e.g. restaurant) | Caterer (the restaurant must have a separate permit for food service) |

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 41⁰F _____

Describe how PHF will be kept at or above 135⁰F _____

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.: