



Catering Operation Plan Review Application

According to 105 CMR 590.000, the definition of “Caterer” means any person who prepares food intended for individual portion service, transports and services 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.

Section 105 CMR 590.010 (A) states each caterer shall give written notice to the Board of Health of the municipality in which it plans to serve a meal prior to or within 72 hours after serving any meal elsewhere than in its own food service establishment.

Complete the application below. Please print legibly. Incomplete application and missing documents may delay the review and permit process.

Date: _____

Do you currently have a Permit to Operate a Food Establishment in the City of Framingham? Yes No

Check if the name of the Catering Operation will be the same name as your current Food Establishment Permit

Food Establishment Information (Base of Operation)

Establishment Name: _____

Address of Establishment: _____

Phone Number: _____

Owner Information

Name of Owner: Same as Food Establishment _____
If different than the owner listed on the Food Establishment Permit

Catering Business Information & Procedures

Name of Catering Business (if different than the name on the Food Establishment Permit): _____

How many catering events are you anticipating per year (approximately)? _____

What would be the average party size? _____

What is the maximum distance you would travel to cater an event? _____

Does your Food Establishment currently have a walk-in refrigerator installed? Yes No

When will the catered foods typically be prepared (i.e. Same day, day prior etc.?) _____

Will food preparation take place at the event? Yes No

How will foods be transported to catered event? _____

If a personal vehicle is to be used, will pets / animals be transported in the same vehicle? Yes No

How will hot foods be held hot **Both** during transit and at the event (internal food temperature held 135°F and above)? _____

How will cold foods be held cold **Both** during transit and at the event (internal food temperature at 41°F and below)? _____

Describe corrective actions for foods that do not maintain proper temperature during transit and at the event:

Will non-continuous cooking of raw animal products take place? Yes No

Example: Raw chicken breasts are grilled marked but not fully cooked then cooled. At the event, the cooled chicken breasts are then fully cooked.

- If Yes, a plan shall be submitted to the Department for review and approval

List the type(s) of equipment that will be used at the event (i.e. chaffing dishes): _____

Will this equipment be rented? Yes No

Note: Equipment that is rented shall be properly washed, rinsed and sanitized at the Food Establishment prior to its use at the event.

Will disposable equipment be used? Yes No

How will ingredients be made available for customer(s)? _____

Will temporary employees be used at the event? Yes No

Do you currently have a "Food Employee Reporting Agreement" (Health Policy)? Yes No

- If yes, will this policy be reviewed with temporary employees? Yes No
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When you cater an event, you are required to give written notice to the Board of Health of the municipality in which you plan to serve a meal prior to or within 72 hours after serving any meal elsewhere than in its own food service establishment. For Framingham catered events, complete and submit to the Framingham Public Health Department a "Catering Notification Form." The form can be found at the website below:

<https://www.framinghamma.gov/3319/Food-Related>

Additional Requirements

- Bare hand contact is **Not** permitted on ready-to-eat and cooked foods. Latex gloves shall not be used. Hands must be washed before and after glove use.
- A knowledgeable person in charge (PIC) shall be present at each catered event.
- A notice (sign) shall be provided stating ***"Before placing your order, please inform your server if a person in your party has a food allergy"***.
- For food items that are served raw or undercooked, a Consumer Advisory shall be posted. The specific food item that is raw or uncooked shall be identified with an asterisk *. A footnote shall be added stating ***"Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions"***. The footnote shall also have an asterisk * prior to the advisory statement.

For Official Use Only

Approved as submitted

Approved as submitted with the following condition(s): _____

Disapproved as submitted – Reason(s): ** _____

**** Applicant can resubmit an updated application or provide additional information to address the reason(s) why the application was disapproved.**

Date Reviewed: _____ Reviewed By: _____

Title: Public Health Inspector