

*This form is to be used for food establishments who wish to provide offsite catering services. Please complete the form and attach with catering review fee per current fee schedule.*

Catering includes setup and/or service of exposed food items outside of a permitted food establishment based on a contract with a client to prepare a specific menu and amount of food for service to the client's guests or customers at a different location.

- Food delivery or food "drop off" is not catering. Food must remain in packaging from restaurant (no exposed food).
- Selling individual orders of food directly to customers outside of a permitted food establishment (food concessions) is not catering. This requires either a "Temporary Food Establishment" permit or a "Mobile Food Unit" license.

Please answer the following questions. If you need additional space, attach numbered responses.

1. Do you own or operate a licensed food establishment in Grant County?

☐ **Yes.** Name of Food Establishment: \_\_\_\_\_

All storage and handling of food and food equipment prior to and after catering events must take place at your licensed food establishment.

☐ **No.** A licensed commissary is required.

Name of Commissary: \_\_\_\_\_

All storage and handling of food and food equipment prior to and after the catering event must be done at the approved commissary. **Fill out and attach a Commissary Application and include a copy of the commissary agreement.**

2. Check all types of catering you will provide:

- ☐ Self-service buffet line
- ☐ Served buffet line (served by catering staff)
- ☐ Table service

3. Maximum number of catered meals served daily (total number of customers you may serve in one day): \_\_\_\_\_ (The approved number will be included on your permit.)

4. **Attach a detailed catering menu.** The catering menu must list all food and beverages that may be catered. The catering menu must be separate from the restaurant menu.

5. Will beverages be served? \_\_\_\_\_ If yes, approximately how many (max. per day)? \_\_\_\_\_  
Describe the beverage service including the types of beverages to be offered, how they will be prepared and served at the catering event, and the equipment used:

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6. Handwashing facilities with soap, paper towels and warm water (100-120°F) are required at all preparation and serving areas. Restroom handwash sinks do not meet this requirement. Temporary handwashing stations are required when permanent handwashing sinks are not available. Initial here to acknowledge and agree: \_\_\_\_\_

7. Describe how you will provide adequate handwashing facilities at catering events, including details on your temporary handwashing station(s).

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8. Will any food of animal origin (i.e., meat, seafood, eggs) be offered raw, undercooked or cooked to customer specification?

- ☐ Yes. I will provide a Consumer Advisory Warning for any menu item that will be served raw or undercooked. This includes raw shellfish (such as oysters on a half shell), Caesar salad (dressing made with raw egg), sushi, steak tartare, eggs over easy, steaks cooked to order, etc. A Consumer Advisory Warning will be present on the catering menu and at the serving area. **Attach an example of the Consumer Advisory Warning (such as a table tent or placard).**
- ☐ No. We do not offer raw or undercooked food items.

9. List all food items that will be cooked at the catered event site and the equipment used.

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10. List all food items that will be prepared at the catered event site and the equipment used.

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11. Describe how potentially hazardous food items will be kept hot ( $\geq 135^{\circ}\text{F}$ ) and kept cold ( $\leq 41^{\circ}\text{F}$ ) during transport and list the equipment used.

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12. Describe how food will be kept hot ( $\geq 135^{\circ}\text{F}$ ) and kept cold ( $\leq 41^{\circ}\text{F}$ ) before and during service at the catered event and list the equipment used.

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13. Leftover food items set out for service must be discarded. Food that has warmed or cooled into the temperature danger zone (42–134°F) must also be discarded. Initial here to acknowledge and agree: \_\_\_\_\_ Food items that have been maintained at proper temperatures ( $\leq 41^{\circ}\text{F}$  or  $\geq 135^{\circ}\text{F}$ ) may be kept after the catering event. Describe your policy for leftover food items at the end of each catered event.

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14. Provide the year, make and model number of all vehicles used to transport food and equipment to and from catering events.

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15. Describe how utensils, plates, linens and other equipment will be transported.

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16. Will you provide reusable dishes, utensils or glassware at catered events? \_\_\_\_ If yes, describe how soiled items will be handled and transported back to the food establishment.

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17. You must provide a monthly catering schedule to GCHD by the 1<sup>st</sup> of each month. Initial to acknowledge and agree: \_\_\_\_\_

Name, email and phone number of person who will supply the catering schedule:

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Office use:

Date _____	Amt. Rcvd _____	Receipt # _____	Received by _____
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<b>Reviewed By:</b> _____	
<b>Signed:</b> _____	<b>Date:</b> _____
<input type="checkbox"/> <b>Approved:</b>	
<input type="checkbox"/> <b>Denied (reason):</b> _____	