



# TOWN OF UXBRIDGE

Board of Health

21 South Main Street

Uxbridge, Massachusetts 01569

Telephone: (508) 278-8600 Ext.8

[boh@uxbridge-ma.gov](mailto:boh@uxbridge-ma.gov)

## 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 this form 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 or she 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 Uxbridge must complete this form and file it with the Board of Health .

**Any 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: \_\_\_\_\_

\_\_\_\_\_

Location of catering event: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated number of meals to be served: \_\_\_\_\_

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: \_\_\_\_\_

### Please provide a copy of the following:

- Food permit from city or town in which your business is located
- Menu to be served at the event