

Notification of Catered Event

Must be received 10 working days prior to an event.

Failure to comply with notice requirement will be charged a \$50 late fee

Provide copy of Food Establishment permit and last regulatory inspection

(Please print or type legibly)

Name of Caterer _____ COS Permit # _____

Caterer's Business Address _____

Phone Number _____ Cell Phone _____

E-mail address _____

Location of Catered Event _____

Date and Time of Event _____

Total number of hours food will be served _____

Person in Charge or Certified Manager on Site _____

Catered Event Information

Name of Event / Person(s) Catering for: _____

Phone # _____

Food will be (check one) Cooked on site Cooked at Base Establishment

Menu: (Please describe food chain. List food suppliers. Describe preparation including temperatures of heating, cooling, reheating etc. Describe transportation of food. List method of service i.e....plated, buffet, served. Indicate time frame food will be served. Give clean up details including destruction of leftover food. Use back of form or attach an extra sheet.)

Caterer's Signature _____ Date _____

Approved By City of Stafford Health Department:

Signature: _____ **Date:** _____

____ Base Permit ____ Food Manager ____ Food Manager ____ Stafford Centre / Civic Center

Establishment Name

Date:

Sample Menu Requirements

Suppliers

Food items purchased and delivered on Wednesday before event from Sysco Foods, R & R Produce, ABC Seafood Distributors. Food placed in refrigeration units immediately.

Menu

(ALWAYS LABEL FOOD ITEMS WITH COMMON NAME)

Tandoon Chicken	Chicken is marinated 24 Hrs. prior to event under refrigeration. Barbequed in a clay pot until chicken is at minimum of 165 °. Hot food held at 140 ° until ready for delivery at the Stafford Centre.
Kavai Gosht (Lamb)	Slow cooked lambstew meat prepared on Friday to a minimum temperature of 145°. Stew will be cooled in shallow pans constantly stirring until food is cooled to 41° rapidly in ? hrs. (not more than 2 hrs to 70 and 4 additional hours to 41).
Chania Andi	Garbanzo Beans soaked 24 hours in cooler. Beans cooked with vegetable broth and spices the day prior to event. Again beans are cooled according to regulation. Beans are reheated day of event to a minimum temperature of 165° and transported to the Stafford Centre.
Lettuce Salad	Lettuce salad is made of torn lettuce, carrots, black olives, celery, and tomatoes. All vegetables are washed thoroughly by an employee with gloved hands. All vegetables are handled by employee wearing gloves after handwashing. Lettuce is kept cold after preparation.
Ice Cream	Transported on dry ice.

All food items are transported to the *Stafford Centre* using cambro boxes (or other such warming boxes). Temperatures of all hot food items will be reheated to 165° if food arrives at less than 135°. **(If you are going to use time instead of temperature you must label all food items with time they left the heating appliance and the time they will be discarded. (4hrs)).**

(Examples of food service) Use One only

Plated: Food will be plated in the kitchen by employee wearing gloves and hair nets. Food will have a temporary cover placed over plate and will be returned to heating appliance until service.

Buffet (self serve): Pans of food will be placed in chafing dishes with sterno lite keeping food warm.

Served by staff: Plates are filled with food items served by gloved caterer from chafing dishes as guest decides food choices. Food items will be served from chafing dishes with a sterno keeping food warm.

Served food items in chafing dishes will not be served more than 4 hrs (4 is maximum). All leftover food items will be discarded as soon as food service is completed.