

Catering Questions

Facility Name _____

This application is for offsite catering only. This includes setup or service of food items outside of the permitted food establishment. Please answer the following questions. If you need additional space, please attach numbered responses.

1. Check all types of catering you will provide:
 - ☐ Self-service buffet line
 - ☐ Served buffet line (served by catering staff)
 - ☐ Table service
2. Do you have a valid food establishment permit in Pierce County?
 - ☐ Yes
 - ☐ No
3. Have you included a signed Commissary Kitchen Agreement and required commissary documents with your application? The commissary kitchen must have a current commissary permit before we can accept your application.
 - ☐ Yes
 - ☐ No
4. 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.)
5. **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.
6. How will beverages be served? _____

7. Will any beer, wine or mixed drinks from portable bars be served?
 - ☐ Yes. **Attach portable bar specification sheets and handwash facility details.**
 - ☐ No. Beer, wine or mixed drinks from portables bars will not be served.

8. Will any food of animal origin (i.e., meat, seafood, eggs) be offered raw, undercooked or cooked to customer specification?
- ☐ No. We do not offer raw or undercooked food items.
- ☐ Yes. I will provide a Consumer Advisory Warning for any menu item that will be served raw or undercooked. This includes raw meat, 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 buffet line Consumer Advisory Warning (such as a table tent or placard)** How often is food delivered to your establishment? What is the quantity of food per delivery?

9. List any food that will be cooked at a catered event site.

10. List any food that will be prepared at a catered event site.

11. Provide details of how food will be kept hot and kept cold before and during service at the event.

12. List what reheating equipment will be provided if hot food falls below 135°F.

13. A walk-in refrigerator is required for cooling. If any food will be cooled, is a walk-in refrigerator shown on the floor plans?

☐ No. We do not cool food.

☐ Yes. A walk-in refrigerator is provided. The dimensions are _____ feet by _____ feet.

14. List any food that will be cooled. Include any leftover hot food that will be saved or food that will be cooked, cooled and reheated later.

15. Describe your policy for what happens to leftover food items at the end of each catered event.

16. Leftover food items set out for service must be discarded. Food that has warmed or cooled into the temperature danger zone (41–135°F) must be discarded. Initial here to acknowledge: _____

17. Provide details of what equipment will be used to transport hot and cold food to catered functions. **Attach equipment specification sheets and identify the quantity of each type of equipment that you will have.**

18. Provide the year, make and model number of all vehicles used to transport food to catered events. **Attach a picture of the vehicle with the license plate number identified.**

19. How will utensils, plates, linens and other equipment be transported?

20. Will you provide dishes, utensils or glassware at catered events?

☐ No

☐ Yes

If yes, how will they be cleaned? _____

21. If linens, utensils and plates are provided by another service, provide name of company and contact number.

22. Handwash sinks are required at all serving locations including beverage service areas. Restroom handwash sinks do not meet this requirement. Provide details of all temporary handwash stations you will use at remote sites. At least one temporary handwash station must be provided.

23. Will your handwash sink be stocked with soap, paper towels and warm water (100–120°F)?

☐ No

☐ Yes

24. Sneeze guards must protect any open food or condiments at the serving area. Provide dimensions, elevation and material of sneeze guard protection for hot and cold entrees on the serving line.

25. **Attach a sample catering line that shows how serving lines are set up. Include location of handwash stations and sneeze guard protection for open food.**

26. You must provide a monthly catering schedule to the Health Department. Initial here to acknowledge: _____

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