Catering Supplemental Application

Name of Catering Operation: ____________________________

This application is for catering only. Any catering operation serving food within Thurston County must obtain either a food establishment permit or a temporary permit from this office. Temporary permits for a catering job are needed if you are permitted by another health department. If you have questions about how to complete this form or what catering includes, refer to our Catering FAQ. 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 (setup by catering staff)
   - Served buffet line (served by catering staff)
   - Table/wait service (served by catering staff)

2. Do you have a valid food establishment permit in Thurston County?
   - Yes, Name of Establishment: ____________________________
   - No

3. Will you use your own existing permitted restaurant/food establishment kitchen for catering?
   - Yes
   - No, I will use a commissary kitchen/facility and have attached a Catering Commissary Agreement

4. Maximum number of catered meals served daily (total number of customers you may serve in one day)._____

5. **Attach a detailed catering menu.** The catering menu must list all food and beverages that may be catered. Attach a menu, even if it is the same as your restaurant menu.

6. **Attach a detailed food flow for menu items.** Carefully distinguish between preparation that will be done at the kitchen [commissary] and transport, preparation and service steps that will be done at the catering service site. Step-by-step written descriptions of all steps for each different menu item should also be submitted.

7. How will beverages be served? (ex. coffee station with drip coffee brewed at event site) ____________________________

Catering Supplemental Application_v4 (Dec2016)
8. Will any food of animal origin (ex. 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 the half shell), caesar salad (dressing made with raw eggs), 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).**

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. Will you use time as a control during the service at the event?

☐ Yes, and have **attached a written procedure for using time as a control.**
☐ No

12. Provide details of how food will be kept hot and held cold before and during the service at the event site: ____________________________________________________________________________________________
__________________________________________________________________________________________

13. List what equipment will be used to reheat foods if they fall below 135°F: __________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

14. List any food that will be cooled. Include any 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: __________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Catering Supplemental Application_v4 (Dec2016)
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 for catered events. **Attach equipment specification sheets** and identify the **quantity** of each type of equipment that you will have. The amount of equipment must be sufficient to cater the total number of daily meals listed in Question 4.

18. Will you provide durable dishes, utensils or glassware at catered events that require washing afterward?
   - [ ] Yes
   - [ ] No

19. Handwash sinks or stations are required at all serving locations including beverage service areas. Restroom handwash sinks and unheated footpump sinks **do not** meet this requirement. A temporary handwash station must include a 5-gallon or larger insulated container supplied with warm (100-120 °F) water delivered through a continuous-flow spigot or spout, a container for waste water retention, hand soap, and paper towels. (Hand sanitizer is not a substitute for handwashing!) At least one handwash sink/station must be provided within 25 feet of food preparation and service.

   Provide details of all temporary handwash stations you will use at remote sites:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

20. How will warm water be provided for handwash sinks during the event? __________________________________________________________
   __________________________________________________________
   __________________________________________________________

21. 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. __________________________________________________________
   __________________________________________________________
   __________________________________________________________

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

   **The above information is true and correct to the best of my knowledge.**

   __________________________________________________________
   **Signature of Applicant**
   __________________________________________________________
   **Date**

Catering Supplemental Application_v4 (Dec2016)
CATERING COMMISSARY AGREEMENT

Business Name: ________________________________ Owner/Operator: ________________________________

Hours and Days of Operation: ____________________________________________________________

Time and Days at Commissary/Servicing Area: ____________________________________________

This form is to be completed when the owner of the commissary (i.e. food establishment) agrees to provide specific services to support a caterer. This agreement between the commissary owner and the caterer signifies that both parties agree that the following services shall be provided.

- Approved Water Source □ Yes □ No
- Approved Waste Water Disposal □ Yes □ No
- Garbage/Trash Disposal □ Yes □ No
- Dry Storage Space (adequate shelving provided) □ Yes □ No
- Commercial Refrigeration (adequate shelving provided) □ Yes □ No
- Ice Machine Availability □ Yes □ No
- Food Preparation Sink Availability (with air gap) □ Yes □ No
- Three Compartment Sink or Dishwasher Availability □ Yes □ No
- Mop Sink Availability □ Yes □ No
- Restroom Availability □ Yes □ No
- Equipment Storage Availability □ Yes □ No
- After-hours accessibility (entrance key provided) □ Yes □ No

Commissary agreements are not transferable to other parties and become null and void upon change of ownership of either party. Both parties understand that modification or cancellation of this agreement by either party for any reason will result in the suspension of the Catering operating permit issued by Thurston County Public Health and Social Services (TCPHSS). This suspension is effective until a new agreement is provided to and approved by TCPHSS.

CATERING COMMISSARY (FOOD ESTABLISHMENT) AUTHORIZATION:

Commissary Name: ________________________________
Commissary Operation Hours and Days: ________________________________
Address: ________________________________ City: ________________________________ Phone: ________________________________

(PRINT NAME OF COMMISSARY OWNER) (SIGNATURE OF COMMISSARY OWNER) (DATE)

(PRINT NAME OF CATERING OWNER) (SIGNATURE OF CATERING OWNER) (DATE)