



**Town of Athol
Board of Health**

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Public Health
Prevent. Promote. Protect.

Catered Event Notification Form

As a caterer, in accordance with 105 CMR 590.009(A)(2)(a)(b)* you must notify the Board of Health office in the town in which you plan to cater a function.
Please provide this office with a copy of your food establishment permit.

Date: _____

Caterer Information

Name of Catering Establishment: _____

Address: _____

Telephone Number: _____

Event Information

Date: _____

Time: _____

Name of Location: _____

Address: _____

Menu: _____

Approximate Number of People in Attendance: _____

Person in Charge: _____

(Printed Name)

(Signature)

Caterers [105 CMR 590.009(A)] (1) Base of Operations. Each caterer shall have as its base of operations a food establishment that shall comply with the provisions of 105 CMR 590.000...(2) Notification. Each caterer shall: (a) Notify the board of health of 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 a form provided by the board or the Department either prior to or within 72 hours after serving a meal elsewhere than its own food service establishment; and (b) If required by the board of health or its agent, **provide the board with a copy of its food establishment permit prior to serving a meal in a city or town other than the one in which its food establishment is located.*