



**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 when you cater an event outside of your food establishment.

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.*