



TOWN OF HANOVER

Health Office

550 Hanover Street Suite 17

Hanover, MA 02339

Tel: 781-826-4611

Fax: 781-826-5289

Catering Registration Form

In accordance with the provision of Chapter X 105CMR 590.000 of the State Sanitary Code: Minimum Standards for Food Establishments.

Each caterer shall register with the Hanover Board of Health before serving a meal elsewhere than their own food establishment. This registration form shall be filed with the Hanover Health Office, for each event, no less than seven (7) days prior to the event.

The following must be submitted with this application, by every caterer:

- a detailed menu for the event.
- a copy(s) of food certificates for the person(s) in charge person in charge (PIC) that will be at the catered event.

“Out of town” caterers must also provide:

- a Food Application for a permit to Caterer (application is on line: www.hanover-ma.gov).
- a copy of their current food permit where their base of operation is and where the food is prepared/cooked,
- the last Board of Health inspection report for that location, **FAXED FROM THE BOARD OF HEALTH.**

Company name: _____

Contact person: _____

Business address: _____,

Mailing address (if different): _____,

Business Tel: _____ Fax: _____ Cell: _____
Emergency

Date of event: _____ Time: _____

Address of event: _____,

Estimated number of meals to be served: _____

How many employees will be working at the event: _____

~ over ~

1. How will food be transported to the event? _____

2. Will the food be cooked at the event, or in your permitted kitchen?
(Indicate such on the event menu you must submit)

3. How will the food be kept hot/cold at the event? _____

4. Will you be providing dishes, linens, silverware, etc.? _____

5. Will you be responsible for trash removal? _____

If yes, where will you dispose of trash? _____

6. Water source? _____

- Gloves must be on site and worn as describe in 105 CMR 590.000.
- If shellfish is on the menu, seafood tags must be available for view by the Hanover Health inspector.
- Thermometers must be on site and used to monitor food/refrigeration temperatures.
- If portable toilets are to be used, the company must be licensed by the Hanover Board of Health.
- If tents are to be used, they must be permitted by the Hanover Building office.

Owners signature

Date