

Arrowhead Acres Caterer Rules/Guidelines

54' X 112' Banquet Hall

Caterers must obtain a Temporary Food Establishment permit from the Uxbridge Board of Health (\$50 Fee) and provide proof of Serve Safe certification, Anti-Choking certification, Allergen Training certification, Liability and Workers Compensation insurance. Copies of insurance, licensing documents and a signed copy of these rules (both pages) must be faxed/mailed to us before arrival on site (Fax 508-278-3841 Email: info@arrowheadacres.com). If you have not been here before, a tour is highly recommended to avoid misunderstandings on the day of the event. Call 508-278-5017 for an appointment. Only professional licensed, certified, and insured caterers are allowed.

Items/Facilities Provided:

- A 20' X 40' heated and air conditioned caterer preparation area or unlimited space for outdoor functions.
- All the folding work tables you can possibly need.
- Large Formica covered counter top (Do not place anything on counter tops that gets hot or will damage the Formica surface).
- Mop sink and hand wash sink with hot and cold water. (Water has been tested; however, it comes from a private well that is not used often. As a result, it sometimes appears discolored and is not for guest drinking.) Bottled water is required for guest drinking.
- Three (3) 20 Amp GFCI 120V circuits with multiple duplex outlets.
- One (1) non-commercial Microwave oven.
- One (1) non-commercial refrigerator/freezer.
- All tables (guest, appetizer, buffet, head, DJ), guest chairs, limited high chairs/booster seats etc.
- The Bartending Service of New England is the exclusive bartending service for all alcohol served on the premises. Any questions, please contact The Bartending Service of New England owner, Bill Fuller, at 508-400-1709.

Services/Items NOT Provided

- Cooking facilities (stoves, grills, etc.). Most cooking is outside or off-site (Bring a tent if weather is questionable for outside cooking).
- Dishwashing facilities (Dishes may be cleared into trash, but not rinsed in sinks).
- Linens, china, flatware, or glassware.

Things NOT To Do

- Do not drive vehicles into the caterer area (Carbon monoxide concerns, dirt, and rubber marks on the floors etc.). The overhead doors are provided for trade show large item access only – Do not open them. The area is not a garage and does not meet code for vehicles being inside.
- Do not leave the outside doors open unnecessarily or the building will be full of insects (especially night-flying insects attracted to bright light)
- Do not allow any smoke in the caterer area from grills etc. the smoke detectors are very sensitive. The alarms will sound, the building must be evacuated and the fire department will need to check out the building before guests can reenter.

Cleanliness

Remove all food related trash from the guest tables before you leave.

Leave the catering area as clean as you found it.

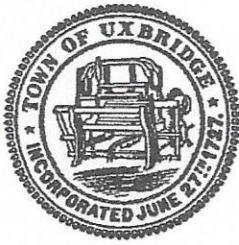
Take all food related trash away with you – If you need trash bags we will supply 55 gallon plastic bags that fit our trash barrels. If you choose to leave food related trash behind there will be a charge to you of \$200 Minimum.

If we are removing linens, coffee makers, etc., be sure we know when you are coming back for them and be sure to call before coming. We will assemble all your items inside or outside the caterer area, but cannot be responsible for anything that is missing, damaged by animals, weather, or mold. Other caterers may be working around your materials.

These rules above have been read by me and agreed to. Failure to follow these rules may cause charges to be levied against me.

Caterer Name: _____ Signed by: _____

Sign and return both pages



*Arrowhead Acres
Banquet Hall*

**Town of Uxbridge
Board of Health**

21 South Main Street, Room 204

Uxbridge, MA 01569

Phone # (508) 278-8600 x 8 Fax # (631) 223-4307

Email: boh@uxbridge-ma.gov

Application shall be submitted 30 days prior to event FEE: \$50.00

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

Name and Address of Establishment

Contact Telephone

Name of Event/Location

Date(s) of Event/Hours of Operation

ARROWHEAD ACRES - UXBRIDGE

1. Before completing this application, read Food Safety at Temporary Events and the temporary food service "Are You Ready?" Checklist. Have you read this material? ____ YES ____ NO

2. Menu: Attach or list all items. Any changes must be submitted and approved by the Board of Health at least 7 days prior to the event.

3. Will all foods be prepared at the temporary food service booth? ____ YES, Fill out Section B below. ____ NO, Fill out both Sections A and B below.

1. Attach a copy of the food permit and agreement for use of another facility.

2. List each potentially hazardous food item, and for each item check which preparation procedure will occur.

SECTION A: At the approved kitchen: FOOD Thaw/ Cut/ Assemble/ Cook/ Cool/ Cold Holding/ Reheat/ Hot Holding.

SECTION B: At the booth: FOOD Thaw/ Cut/ Assemble/Cook/ Cool/ Cold Holding/ Reheat/ Hot Holding

Note: If your food preparation procedures cannot fit these charts, please list all of the steps in preparing each menu item on an attached sheet.

5. **Food Sources** (where you purchased your foods): Name and telephone number.

(Names, Addresses and Telephone numbers)

Revised 12/2016, 7/2017

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

Source and storage of water/ice:

BOTTLED WATER / PACKAGED ICE

Storage and disposal of wastewater:

N/A NO DISHWASHING ON SITE

Storage and disposal of garbage

BAGGED AND REMOVED

6. On the back of this page, draw a sketch of the booth.

I certify that I am familiar with 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments - Chapter X., federal 1999 Food Code and the above described establishment will be operated and maintained in accordance with the regulations.

APPLICANT'S SIGNATURE

DATE

Plan Review:

A. Draw in the location and identify all equipment including hand wash facilities, dish wash facilities, ranges, refrigerators, worktables, food/single service storage, etc. (A certificate from the Fire Department is required for all open flames.)

B. Describe floor, wall and ceiling surfaces: FLOOR: PAINTED CONCRETE
WALLS: PAINTED WOOD CEILING: METAL

BOARD OF HEALTH COMMENTS:

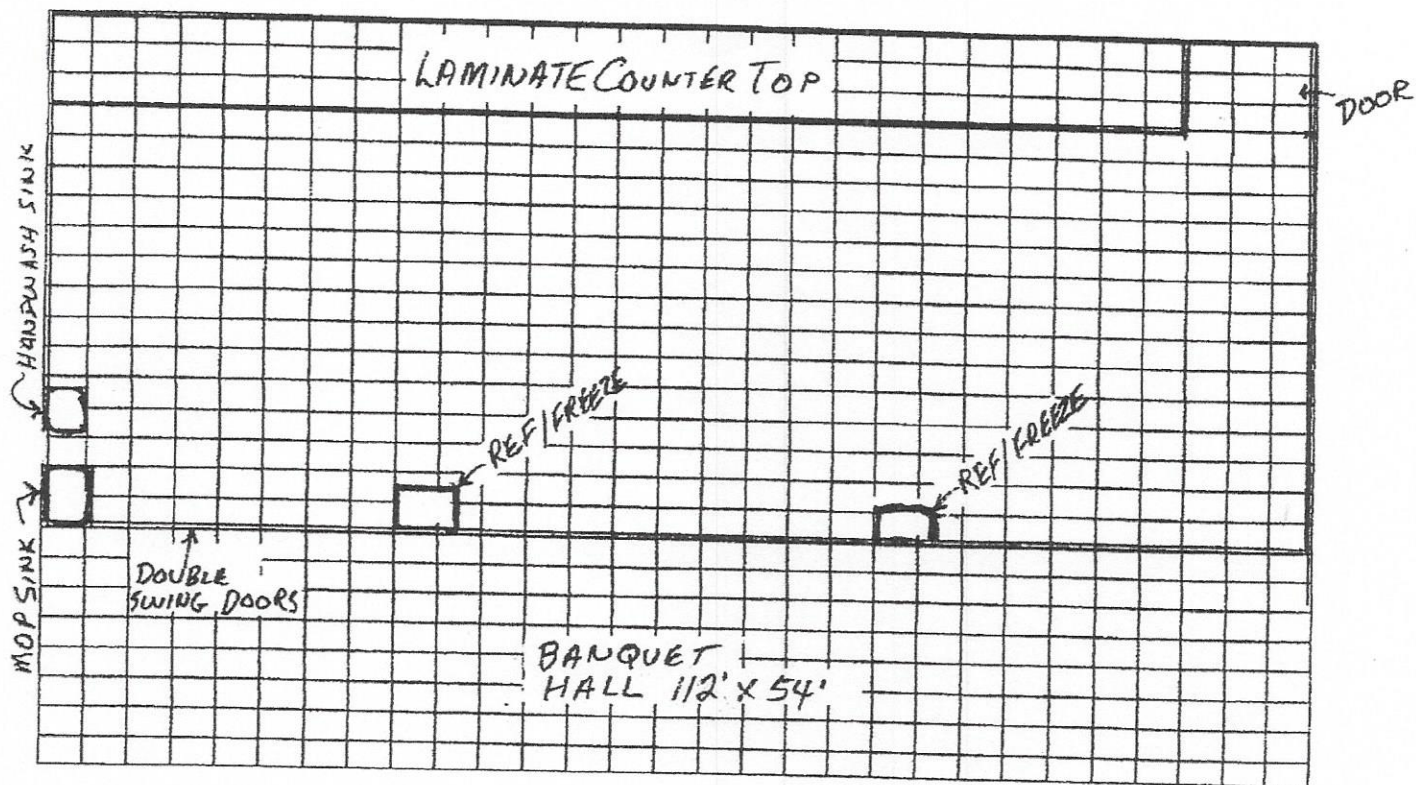
PERMIT NUMBER APPROVED BY: DATE
Copy to Applicant: _____ in Person _____ Mailed
Date _____

Check List (the following documents must be attached to this application)

- ☐ Liability insurance.
- ☐ ServSafe Certification.
- ☐ Allergy Awareness Certification.
- ☐ Choke Saver Certification.
- ☐ Food Permit for location food will be cooked at (must be current).
- ☐ Most recent Board of Health inspection for facility food will be cooked at.
- ☐ Where did you purchase your foods Name & Telephone number.
- ☐ Check for the listed fee made out to the Town of Uxbridge.

Revised 12/2016, 7/2017

Arrowhead Acres
Banquet Hall



Massachusetts Department of Public Health
Food Protection Program
Temporary Food Establishment Operations

*Arrowhead Acres
Banquet Hall*

Are You Ready?

Use this guide as a checklist to verify compliance with MA food safety regulations.

- ☐ **Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event.

FOOD & UTENSIL STORAGE AND HANDLING

- ☐ **Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- ☐ **Cold Storage** Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.
- ☐ **Hot Storage** Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- ☐ **Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- ☐ **Wet Storage** Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- ☐ **Food Display** Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- Post consumer advisories for raw or undercooked animal foods.
- ☐ **Food Preparation** Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.
- Protect all storage, preparation, cooking and serving areas from contamination.
- Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

PERSONNEL

- ☐ **Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.
- ☐ **Handwashing** A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted.
- ☐ **Health** The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

☐ Hygiene

Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

CLEANING AND SANITIZING

☐ Warewashing

A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

NOT ON SITE

The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.

☐ Sanitizing

Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.

☐ Wiping Cloths

Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

WATER

☐ Water Supply

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

BOTTLED WATER

☐ Wastewater Disposal

Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

N/A NO DISHWASHING ON SITE

PREMISES

☐ Floors

Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.

PAINTED CONCRETE

☐ Walls & Ceilings

Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.

PAINTED WOOD/METAL

☐ Lighting

Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.

☐ Counters/Shelving

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.

LAMINATE

☐ Trash

Provide an adequate number of cleanable containers inside and outside the booth.

☐ Restrooms

Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.

6 TOILETS 3 URINALS 5 HANDWASH SINKS

☐ Clothing

Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

Need more information on food safety and MA food regulations

www.mass.gov/dph/fpp

Retail Food Information

http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers

www.foodsafety.gov

Gateway to Government Food Safety Information