

# Arrowhead Acres Caterer Rules/Guidelines

## 32' X 54' Rustic Barn Area Park Pavilion

(Building with closeable tent side curtains)

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 12' X 24' Covered Structure for caterer food preparation.
- Limited number of folding work tables.
- A hose spigot for water (chafing dishes, etc). Bottled water is required for guest drinking. Hand wash sinks with hot/cold running water available in rest rooms
- Many 20 Amp 120V circuits with multiple duplex outlets.
- All tables (guest, appetizer, buffet, head, DJ), guest chairs.
- 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.). Cooking is outside or off-site
- Dishwashing facilities (Dishes may be cleared into trash barrels, but not rinsed.
- Linens, china, flatware, or glassware. (All tables must be covered.)

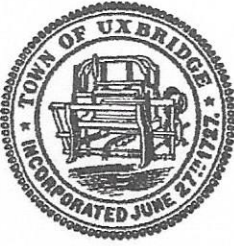
### **Cleanliness**

- Remove all food related waste from the guest tables before you depart.
- Leave the Catering Structure Area as clean as you find it.
- Take all food related trash away with you. We will provide the 55 gallon trash bags that fit our 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, 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  
Park Pavilion*

**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](mailto: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: WOOD + TENT CURTAINS CEILING: WOOD TRUSSES / METAL ROOF

BOARD OF HEALTH COMMENTS:

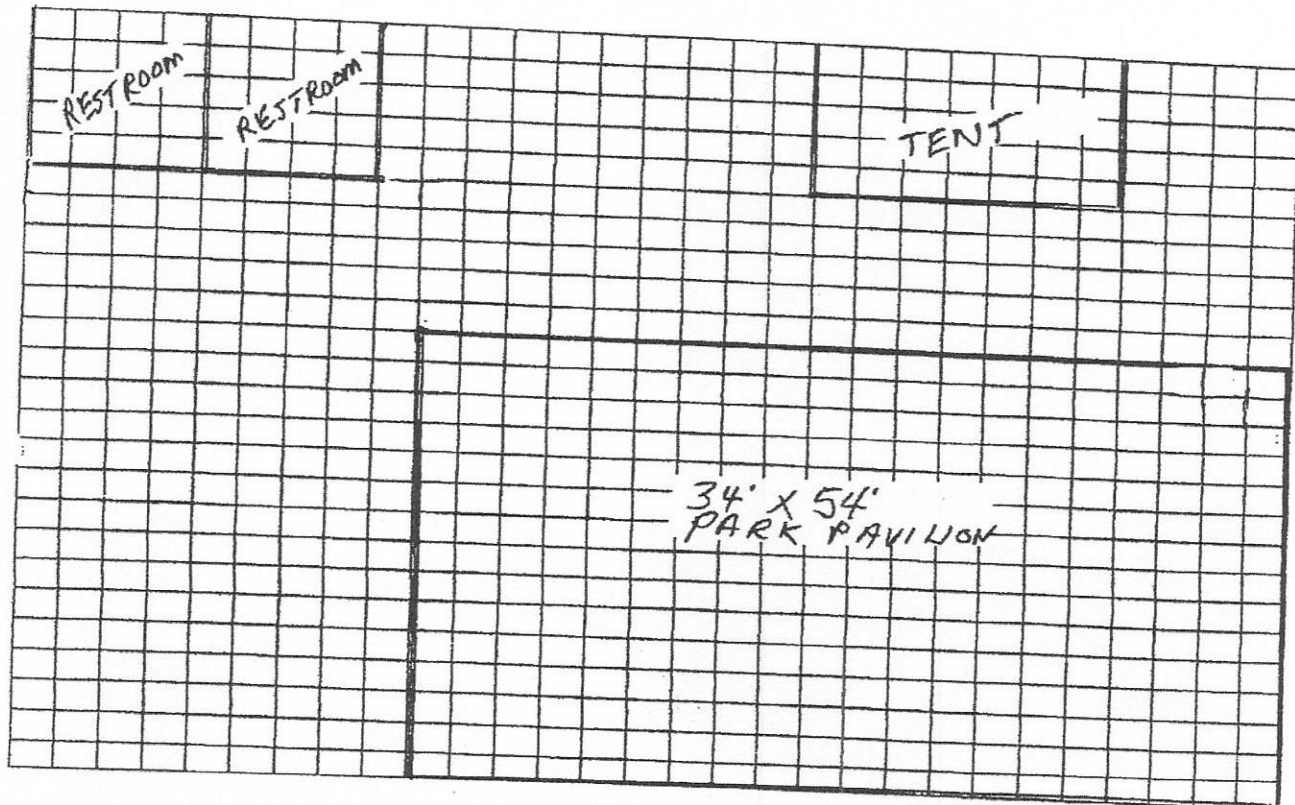
PERMIT NUMBER \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Copy to Applicant: \_\_\_\_\_ in Person \_\_\_\_\_ Mailed  
Date \_\_\_\_\_

**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  
Park Pavilion*





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

*Arrowhead Acres  
Park Pavilion*

## 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. *NO DISHWASHING 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. *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.

☐ 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.

☐ 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. *2 COMPLETE PERMANENT RESTROOMS*

☐ 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](http://www.mass.gov/dph/fpp)

Retail Food Information

[http://www.umass.edu/umext/nutrition/programs/food\\_safety/resources/index.html](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](http://www.foodsafety.gov)

Gateway to Government Food Safety Information