

**Facility name:** \_\_\_\_\_

This application is only for offsite catering. This includes set-up or service of food items outside of the permitted food establishment. Please answer the following questions. Attach numbered responses if you need additional space.

Check all the types of catering you will provide.

- Self-service buffet line
- Served buffet line (served by catering staff)
- Table service

1.  Yes  No Do you have a valid restaurant permit in Snohomish County?  
If no, provide the name, address and contact person of the approved establishment where food will be prepared, and a signed commissary use letter. (Note that commissaries must be within Snohomish County.)

Approved establishment name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

2. The maximum number of catered meals served daily is \_\_\_\_\_. (The approved number will be included on your permit. This is the total number of customers you may serve in one day.)
3. The volume of food to be stored along with anticipated number of events to be catered per week and anticipated number of meals to be served must be submitted. Include whether or not more than one event may be catered on any day.
4. Provide a detailed catering menu that lists all food and beverages that may be catered. The catering menu must be separate from the restaurant menu. (Please attach.)
5. How will beverages be served?

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\_\_\_\_\_

\_\_\_\_\_

6. Will any beer, wine or mixed drinks from portable bars be served? If yes, provide specification sheets for portable bars and details of handwashing facilities.

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7. Will any food of animal origin (i.e. meat, seafood, eggs) be offered raw, undercooked or cooked to customer specification?

No, we do not offer raw or undercooked food items.

Yes. I will provide a Consumer Advisory warning for any menu item that will be served raw or undercooked. This includes raw meat, shellfish, such as oysters on a half shell, Caesar salad (dressing made with raw egg), sushi, steak tartare, eggs over easy, steaks cooked to order, etc. A Consumer Advisory warning will be present on the catering menu and at the serving area. An example of the buffet line Consumer Advisory warning, such as a table tent or placard, has been provided. (Please attach with menu.)

8. How often is food delivered to your establishment? Provide the quantity of food per delivery.

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9. List any food that will be cooked at a catered event site:

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10. List any food that will be prepared at a catered event site:

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11. Provide details of how food will be kept hot and kept cold before and during service at the event.

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12. List what reheating equipment will be provided if hot food falls below 135°F:

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13. A walk-in refrigerator is required for cooling. If any food will be cooled, is a walk-in refrigerator shown on the floor plans?

- Yes, walk-in provided. The dimensions are \_\_\_\_\_ ft by \_\_\_\_\_ ft.
- No, we do not cool food.

14. List any food that will be cooled. Include any leftover hot food that will be saved or food that will be cooked, cooled and reheated later.

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15. Describe your policy for what happens to leftover food items at the end of each catered event.

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16. Leftover food items set out for service must be discarded. Food that has warmed or cooled into the temperature danger zone (41°F to 135°F) must be discarded.  
Please acknowledge by initialing here: \_\_\_\_\_

17. Provide details of what equipment will be used to transport hot and cold food to catered functions. Provide equipment specification sheets and identify the quantity of each type of equipment that you will have.

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18. Provide the year, make and model number of all vehicles used to transport food to catered events. Include a picture of the vehicle with the license plate number identified.

Vehicle make: \_\_\_\_\_

Vehicle model: \_\_\_\_\_

Vehicle license plate: \_\_\_\_\_

19. How will utensils, plates, linens and other equipment be transported?

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20.  Yes  No Will you provide dishes, utensils or glassware at catered events? If yes, how will they be cleaned?

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21. If linens, utensils and plates are provided by another service, provide name of company and contact number.

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22. Handwash sinks are required at all serving locations including beverage service areas. Restroom handwash sinks do not meet this requirement. Provide details of all temporary handwash stations you will use at remote sites. At least one temporary handwash station must be provided.

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23.  Yes  No Will your handwash sink be stocked with soap, paper towels and warm water (between 100-120°F)?

24. Sneeze guards must protect any open food or condiments at the serving area. Provide dimension, elevation and material of sneeze guard protection for hot and cold entrees on the serving line.

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25. What type of barriers will be used to prevent public access to the cooking/preparation/storage/service areas?

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26. Provide a sample catering line showing how serving lines are set-up. Include location of handwash stations and sneeze guard protection for open food. (Please attach.)

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I agree to provide Snohomish County Health Department a monthly catering schedule.

Please acknowledge by initialing here: \_\_\_\_\_

Provide the name, email and phone number of person who will supply the catering schedule:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_