



**APPLICATION FOR
CATERED FUNCTION OR BAKE SALE**

CATERER

Name of caterer/organization

Address:

POSTAL CODE

TELEPHONE

Name of person responsible

Address:

POSTAL CODE

TELEPHONE

FUNCTION

Function to be catered to:

Estimated number of persons to be served:

Where is function to be held?

When is function to be held?

DATE:

TIME:

FOOD

How are foods to be kept hot?

How are foods to be kept cold?

What foods are to be served, where and by whom is each food prepared? - ***Please complete the following table:***

FOOD	HOT OR COLD	WHERE PREPARED	BY WHOM
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Please use additional sheet if necessary.

COMPLETE OTHER SIDE BEFORE RETURNING TO HEALTH UNIT

TRANSPORTATION

How are foods to be handled during transportation? - *In order to track each food product, it is essential that accurate records are kept. Please complete your records using the following table format as a guide:*

FOOD TRANSPORTATION LOG FOR CATERED FUNCTION				
DELIVERY DATE	PRODUCT DESCRIPTION	PRODUCT TEMPERATURE	DESTINATION	TRAVELLING TIME FROM SUPPLIER TO DESTINATION

How are foods to be served?

How are foods to be protected from contamination while on display?

I/We hereby undertake and agree to and do hereby indemnify and save harmless the Vancouver Island Health Authority officers against any or all loss, damages, claims, suite and demands that may arise from the acknowledgement of this application.

Signature of applicant _____ DATE: _____

Position _____

Comments

COLD FOODS TO BE KEPT BELOW 4°C (40°F) – HOT FOODS TO BE MAINTAINED ABOVE 60°C (140°F)
 SET ASIDE & REFRIGERATE REPRESENTATIVE SAMPLES OF FOODS SERVED AND KEEP FOR 72 HOURS - THEN DESTROY
 (THIS IS IN CASE OF ANY POSSIBLE REFERRALS FOR FOLLOW-UP).

RECEIVED BY (E.H.O.) _____ DATE _____

PLEASE RETURN THIS COMPLETED FORM TO THE HEALTH OFFICE AT LEAST ONE WEEK PRIOR TO PROPOSED FUNCTION.

The information collected on this form is subject to and protected by the provisions of
The Freedom of Information and Protection of Privacy Act.