



San Juan County Health Department

Catering Addendum

PO Box 607
145 Rhone St
Friday Harbor, WA 98250
Telephone: 360-378-4474
Fax: 360-378-7036

Facility Name _____

This application is for offsite catering only. This includes setup or service of food items outside of the permitted food establishment. If you need additional space, please attach numbered responses.

1. Check all types of catering you will provide:

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

2. Do you have a valid Food Establishment permit in San Juan County?

- Yes
- No

3. Maximum number of catered meals served daily (total number of customers you may serve in one day): _____
(The approved number will be included on your permit.)

4. **Attach a detailed catering menu.** The catering menu must list all food and beverages that may be catered. The catering menu must be separate from the restaurant menu.

5. How will beverages be served?

6. Will any beer, wine or mixed drinks from portable bars be served?

- Yes. **Attach portable bar specification sheets and handwash facility details.**
- No. Beer, wine or mixed drinks from portables bars will not be served.

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. **Attach an example of the buffet line Consumer Advisory Warning (such as a table tent or placard).**

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

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

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

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

12. 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.

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

14. Leftover food items set out for service must be discarded. Food that has warmed or cooled into the temperature danger zone (41–135°F) must be discarded. Initial here to acknowledge: _____

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

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

17. Will you provide dishes, utensils or glassware at catered events?

- No.
- Yes. If yes, how will they be cleaned?

18. 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.

19. Will your handwash sink be stocked with soap, paper towels and warm water (100–120°F)?

- No.
- Yes.

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

21. **Attach a sample catering line (or tent floor plan) that shows how serving lines are set up. Include location of handwash stations and sneeze guard protection for open food.**
