

## Arrowhead Acres Catering Rules (effective 10/1/23)

Caterers must send the "Registration for Catered Event" form to the Uxbridge Board of Health 2 weeks before the event.

We require copies of the Uxbridge BOH form, proof of current Workers Comp **and** liability insurance, as well as this document with signature, and a copy of your city/town/state issued catering license before arrival at our facility. Fax: 508-278-3841 or Email: [info@arrowheadacres.com](mailto:info@arrowheadacres.com)

Only professional full service, licensed and insured caterers are allowed.

### **Provided by Arrowhead Acres:**

Caterer preparation areas.

Work tables.

Mop sink (banquet hall) and hand wash sinks.

20amp 120V circuits with duplex outlets.

Guest tables/chairs (Caterer or renter must provide table coverings).

Alcohol may only be served and provided by the Bartending Service of New England.

### **Not Provided by Arrowhead Acres:**

Cooking equipment (stoves, grills, etc.).

Dishwashing facilities (food waste cleared into trash containers but not rinsed).

Linens, china, silver, or glassware.

### **Things not to do**

Do not drive into banquet catering area. (Do not open overhead doors)

Do not leave doors of banquet hall propped open (flying insects will enter) or let grill smoke inside (smoke alarms will sound).

### **Cleanliness**

Take all food related waste with you. We will provide trash bags if needed. If you leave food related waste behind you will be charged \$200 or more. Leave caterer area clean.

These rules have been read by me and agreed to. Failure to follow will result in charges being billed to the caterer and/or the renter and possible future exclusion from the property.

Caterer Name \_\_\_\_\_ Signature \_\_\_\_\_



# TOWN OF UXBRIDGE

Board of Health

21 South Main Street

Uxbridge, Massachusetts 01569

Telephone: (508) 278-8600 Ext.8

[boh@uxbridge-ma.gov](mailto:boh@uxbridge-ma.gov)

## Registration for Catered Event

In accordance with 105 CMR 590.009 (A), a caterer, as defined below, shall be responsible for notifying the board of health in the city or town in which it plans to serve a meal prior to serving any meal elsewhere than in its own food service establishment and shall give written notice to the Board of Health on this form either prior to or within 72 hours after serving a meal elsewhere than its own food service establishment.

Caterer - means any person who prepares food intended for individual portion service, transports and serves it at another location, or who prepares and serves food at a food establishment, other than one for which he or she holds a permit, for service at a single meal, party or similar gathering.

Any caterer that prepares and serves food at a private event within the Town of Uxbridge must complete this form and file it with the Board of Health .

**Any event that is open to the public shall be required to obtain a one-day food permit from the Board of Health prior to the event.**

Name and address of licensed caterer: \_\_\_\_\_

Location of catering event: ARROWHEAD ACRES  
92 ALDRICH ST UXBRIDGE MA

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated number of meals to be served: \_\_\_\_\_

How will food be transported: \_\_\_\_\_

How will food be stored during event (describe hot-holding and cold-holding): \_\_\_\_\_

Are hand-washing facilities available at event location: YES

Are toilet facilities available at event location: YES

Will gloves or other utensils be used to handle RTE (ready-to-eat) foods \_\_\_\_\_

What type of sanitizer will be used and how will it be used: \_\_\_\_\_

Please provide a copy of the following:

- Food permit from city or town in which your business is located
- Menu to be served at the event