



## HOST FACILITY AND CATERING AGREEMENT

THIS SECTION TO BE COMPLETED BY APPLICANT • HEALTH PERMITS ARE NOT TRANSFERABLE											
HOST FACILITY INFORMATION											
Name of Host Facility:		Permit Number:	Phone Number:								
Address:		City:	State:      Zip:								
Name of Owner:		Email:									
CATERER INFORMATION											
Name of Caterer:		Permit Number:	Phone Number:								
Permanent Food Facility Address:		City:	State:      Zip:								
Name of Owner:		Email:									
HOST FACILITY RESPONSIBILITIES											
<b>Host Facility Initials</b>	<b>THE HOST FACILITY (A BREWERY, WINERY, COMMERCIAL BUILDING OR OTHER LOCATION APPROVED BY ENVIRONMENTAL HEALTH SERVICES (EHS)) SHALL HAVE APPROVED PLANS FROM EHS PLAN CHECK, INCLUDING STANDARD OPERATING PROCEDURES (SOP), AND SHALL OPERATE WITHIN THE SCOPE OF THOSE PLANS. THE HOST FACILITY SHALL PROVIDE AND MAINTAIN THE FOLLOWING:</b>										
_____	1	<b>Toilet facilities are clean</b> and have handwash sink(s) for the Caterer that are: <ul style="list-style-type: none"> <li>Located not more than 200 feet from the area where the Caterer serves food,</li> <li>Easily accessible to the food handlers, and</li> <li>Meet all local building and plumbing code standards.</li> </ul>									
_____	2	<b>Potable hot and cold water</b> maintained and available to all sinks.									
_____	3	<b>Janitorial sink</b> equipped with hot and cold water, a drain, and an atmospheric vacuum breaker or other approved device at the faucet.									
_____	4	<b>Handwash sink</b> maintained and available at food service location. The water temperature of the pressurized handwashing sink must be at least 100°F. If the sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100°F, but not greater than 108°F. Handwash sinks must be equipped with single-use hand soap and paper towels in adjacent dispensers.									
_____	5	<b>3 compartment warewash Sink</b> water temperature of the warewash sink must be maintained at or above 100°F.									
_____	6	<b>Garbage and refuse</b> stored and disposed of properly.									
_____	7	<b>Approved Electrical Power Source</b> for use by catering operations for necessary equipment such as: <ul style="list-style-type: none"> <li>Mechanical Refrigeration</li> <li>Hot Holding Equipment</li> <li>Lighting</li> </ul>									
_____	8	<b>Approved and appropriate location for the Caterer operations</b>									
_____	9	<b>Compliance with all applicable codes in their jurisdiction</b> , including but not limited to Zoning, Building and Safety Department, and Fire Department.									
_____	10	<b>Food Service Equipment</b> Check all applicable: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Mechanical Refrigeration</td> <td style="width: 50%;"><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Handwash Sink</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> 3 Compartment Sink</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Steam Table</td> <td>_____</td> </tr> </table>		<input type="checkbox"/> Mechanical Refrigeration	<input type="checkbox"/> Other _____	<input type="checkbox"/> Handwash Sink	_____	<input type="checkbox"/> 3 Compartment Sink	_____	<input type="checkbox"/> Steam Table	_____
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<input type="checkbox"/> Steam Table	_____										

## CATERER RESPONSIBILITIES

The Caterer shall operate from a permitted food facility that is capable of supporting the proposed food service activity to be conducted, and the type of food that is to be served at the Host Facility. Catering events are limited to four hours in duration.

Caterer Initials	THE CATERER SHALL HAVE WRITTEN SOP APPROVED BY EHS AND OPERATE WITHIN THE SOP.	
_____	1	<b>Food Safety, Storage and Transportation:</b> <ul style="list-style-type: none"> <li>No home preparation or storage of food, beverage, equipment, or utensils is allowed</li> <li>During transportation, food must be protected from contamination and in approved containers capable of maintaining required holding temperatures</li> <li>Food must be transported in an approved vehicle</li> <li>Ensure all food, utensils, and equipment are stored, displayed, and served so they are protected from contamination</li> <li>All potentially hazardous foods (PHF) must be kept at 41°F or below, or 135°F or above. Hot holding foods must be held at 135°F or above. PHF not consumed or sold by the catering operation are discarded, unless the food was held at required temperatures and protected from contamination at all times</li> <li>A calibrated and accurate metal probe thermometer measuring from 0°F to 220°F, must be available to verify proper food temperatures</li> </ul>
_____	2	<b>Certifications:</b> The Caterer must maintain current the following documents: <ul style="list-style-type: none"> <li>Food Manager Certificate</li> <li>Food Handler Cards</li> </ul>
_____	3	<b>Maintenance Records:</b> The Caterer must maintain pertinent records for all offsite food service activities for 90 days after each event, and be made available to EHS upon request. Records must include: <ul style="list-style-type: none"> <li>Complete menu of the type of food and beverages provided</li> <li>Departure and arrival food temperature logs for transportation and corrective action taken if the food arrived out of temperature</li> </ul>

## DECLARATION AGREEMENT OF HOST FACILITY AND CATERER

I acknowledge the rules and regulations set forth by San Bernardino County EHS. I declare under penalty of law, that to the best of my knowledge and belief, the statements made herein are correct and true:

- If significant or major violations are noted, EHS has the right to terminate the shared Host Facility and Caterer agreement.
- I am responsible for complying with all applicable sections of the California Health and Safety Code (California Retail Food Code) as determined by San Bernardino County.
- Any construction, alteration or repair, including, but not limited to, equipment changes or alterations, a menu change or change in facility's method of operation requires EHS review and approval.
- I must immediately cease all food service operations when an imminent health hazard exists, which includes but is not limited to: a vermin infestation, lack of hot water and electricity, lack of toilet and handwash facilities, and/or a sewage system backup/failure.
- The Caterer will be responsible for notifying the Host Facility in the event of failure or malfunction of permanent equipment used by my operation (dish machine, warewash sink, refrigeration units, handwash facilities, food preparation sink and toilet facilities, etc.).
- I am responsible for ensuring that food is prepared and served in a safe and sanitary manner, following food safety guidelines as set by EHS.

As the owner or legal representative of the Host Facility, I give permission to the noted Caterer to cater food at my facility. I understand I shall operate within the scope of the EHS approved Host Facility plans. I am responsible for all food service operations at this site and accept responsibility for the operation of the Caterer.

<b>Host Facility Signature:</b>	<b>Print Name:</b>
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<input type="checkbox"/> <b>Electronic Signature Only</b> By checking this box, I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.	<b>Date:</b>
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As the owner of the permitted Caterer, I am requesting the use of the stated Host Facility. I understand, I must store and prepare all food related items only within the permitted catering facility and serve food only at the approved location for this Host Facility. I understand that I shall operate only as specified in the EHS approved SOP. I accept responsibility for the Catering operation at the Host Facility.

<b>Caterer Signature:</b>	<b>Print Name:</b>
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<input type="checkbox"/> <b>Electronic Signature Only</b> By checking this box, I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.	<b>Date:</b>
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### For Office Use Only

#### THE FOLLOWING INFORMATION MUST BE ATTACHED WITH THE AGREEMENT

Host Facility SOP                       Caterer SOP

#### FOR USE BY EHS STAFF ONLY

Host Facility FA Number:	Host Facility PR Number:
Caterer FA Number:	Caterer PR Number:
Designated Employee:	Plan Check (SR) Number:
Received By:	Date: