



TOWN OFFICE BUILDING
90 SOUTH MAIN STREET

BOARD OF HEALTH

SHARON, MASSACHUSETTS 02067

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May 3, 2024

To Whom It May Concern:

The Sharon Board of Health (BOH) at their April 24, 2024 meeting discussed the issuance and requirement of catering and one day catering/temporary permits. Discussion centered around the requirement for a permit if food is to be dropped off (no preparation of food or staff on site).

The BOH is tasked with safeguarding public health and ensuring food is safe for consumption. To ensure the Health Department can effectively do their job if an issue(s) arises, the BOH voted to establish a **catering permit – drop off only** with a fee of \$20. This is a one day only permit specific to food being **dropped off** for either semi-public (partly open to the public such as memorial luncheon) or a public event (open to the public at large). If staff will be present at the venue location, or food is prepared on-site, then either a traditional one-day catering/temporary permit or an annual residential catering permit is required.

Documentation required for the drop off catering permit will be like the other catering permits issued, including a copy of food service/catering permit (base of operations), food server and allergy awareness certifications, and a copy of a recent inspection report. A menu listing all foods to be served at the event is also required.

We would also like to remind **ALL** caterers, that they are required to submit menus for all events (private, semi-public, public) they cater in Town. Menus may be submitted via Viewpoint: <https://sharonma.portal.opengov.com/categories/1081/record-types/6434>

There is no fee associated with submission of menus, and the menu must be submitted to the Health Department no later than 72 hours after the event.

105 CMR 590.010: Guidance on Retail Operations

(A) Caterers. (1) Base of Operations. Each caterer shall have as its base of operations a food establishment that shall comply with the provisions of 105 CMR 590.000, except that a facility holding a permit as a residential kitchen shall not serve as the base of operations for a caterer. (2) Notification. Each caterer shall: (a) Give written notice to the board of health of the city or town in which it plans to serve a meal prior to or within 72 hours after serving any meal elsewhere than in its own food service establishment; and (b) If required by the board of health or its agent, provide the board with a copy of its food service establishment permit prior to serving a meal in a city or town other than the one in which its food service establishment is located.

We appreciate your assistance.

Linda Callan

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