



West Church

Celebrating and Serving Jesus Together

CATERING APPROVAL FORM

This form must be completed and submitted to the Catering Committee for approval at least two weeks prior to the event. It is NOT required if only breads, biscuits, tray bakes, cakes (without cream) or crisps are being provided.

Event being catered for

Venue

Date of Event

Food to be provided

Numbers being catered for

Name of Outside Caterer (if applicable)

Names of helpers who hold a current Food Hygiene Certificate or have attended a Food Safety Workshop in the last 3 years. *See Note 5.

1.

2.

3.

Name of person responsible

Signature

Date

Tel No

PLEASE NOTE

1. All sandwiches must be prepared in the Church kitchens.
2. Fresh cream must be supplied in cartons and whipped in the Church kitchens.
3. The Temperature Probe must be used when cooking all meats.
4. All high-risk food must be kept chilled.
5. At least 2 persons qualified in Food Hygiene must be present when food is being prepared.