

## Advisory Note 15

### On the Hiring out of Function Rooms involving Catering

#### Introduction

Over the past decade the majority of outbreaks of food poisoning reported to Salford's Environment Directorate have occurred from large functions where the food has been prepared from home. It is therefore recommended that the following guidance be followed: -

1. Where possible always advise them to use a professional caterer who has the experience of catering for large functions and trained to at least the Basic Food Hygiene Course level, and record the caterer's details on your booking forms. It is recommended that you/they check with the relevant Environmental Health Directorate if they are Registered as a food business.
2. If they plan to cater the buffet themselves give them a copy of the Food Sense leaflet "Catering from Home for Large Functions" (available from the Food Standards Agency or the local Environmental Health Directorate) and to follow the detailed recommendations e.g. not to prepare too far in advance, ensure sufficient fridge and freezer space.
3. Advise the organiser that food should not be delivered to the function room too far in advance (ideally 1 hour before the buffet is to be served) unless adequate refrigeration (0°C to 5°C) and hot holding facilities (above 63°C) are available on site.
4. Ask them to detail the arrangements for delivery to the venue e.g. how will they protect it from contamination, time out of temperature control, can they deliver the food below 8°C for cold or above 63°C for hot.
5. Advise and agree with the organiser that the buffet will / should be removed from the serving area after being displayed for 2 hours (i.e. a 3 hour period) unless it is maintained under temperature control. It is recommended that you include the details re display time and disposal on booking form.
6. Throw out any food left over. Do not be tempted to use it again, as it may have been contaminated/out of temperature control too long.
7. If you have any doubts over the safety of the catering do not take the booking. This is essential where catering to vulnerable groups (very young children / elderly) is possible.

**For further Advice/Information contact  
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