



Washington County Health Department

806 Martinsburg Rd. Suite 100 – Salem, IN 47167

--- www.in.gov/localhealth/washingtoncounty ---

Phone: (812)883-5603 Ext. 3 Fax: (812)883-5017

Appendix C

Annual Commissary Agreement

All Food Establishments must operate out of an approved and permitted facility. Many food operations such as Mobile Food Units and Caterers utilize commissaries that are not under their own ownership. This form shall be completed if you are not the owner of the commissary you will be using.

The commissary also must be able to meet your individual needs as a retail food operator. The commissary must have facilities for supply storage, equipment cleaning, food preparation and other servicing activities. Indicate which of the following services will be allowed for use at the commissary:

- | | |
|---|---|
| <input type="checkbox"/> 3- Compartment Sink | <input type="checkbox"/> Commercial Refrigeration Space |
| <input type="checkbox"/> Food Prep Sink | <input type="checkbox"/> Freezer Space |
| <input type="checkbox"/> Dry Storage Space | <input type="checkbox"/> Ice Machine |
| <input type="checkbox"/> Key Accessibility to Commissary (if necessary) | <input type="checkbox"/> Cooking Equipment |
| <input type="checkbox"/> Preparation Table/Equipment | <input type="checkbox"/> Mop Sink |
| <input type="checkbox"/> Off Street Parking for trucks/trailers | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Hand Wash Sink | |

Commissary Information:

Name of Business:			Permit Number:		
Address:			Owner:		
City:	St:	Zip:	Phone Number:		
Email:		Do other vendors use this commissary and how many?			
Business Hours of Operation:					

Mobile Unit/Caterer Information:

Name of Business:			Permit Number:		
Address:			Owner:		
City:	St:	Zip:	Phone Number:		
Email:		License Plate#:			
Days/Times at Commissary:					

(Commissary Owner – Printed Name and Title)

(Mobile Unit/Caterer – Printed Name and Title)

(Commissary Owner- Signature and Date)

(Mobile Unit/Caterer – Signature and Date)

This agreement between the owner of the commissary and the operator of the mobile unit or caterer signifies that both parties agree to the allowed use of the commissary as specified. **Note that this agreement is not transferable. Must be renewed yearly. Should there be a change in ownership of either the commissary or mobile unit/caterer, or should there be any modification or cancellation of this agreement between parties, then the Washington County Retail Food Establishment Permit may be suspended. Agreement expires 12/31.**