**Temporary Food / Baked Goods Event Request Form**

This form will need to be filled out and sent to the Sanitarian’s Office at least 10 calendar days prior to an event where food will be served to the University Public or the General Public. If using Dining Services as the food vendor caterer and if they are serving the food, it will not be necessary to fill out this form. Once the form is received by the University Sanitarian, decisions will be made as to the requirements necessary to serve food at your event, including what type of health permit will be necessary. Submitting this application is only the first step. Written approval from the Sanitarian’s Office is required.

Please realize that we cannot allow students to prepare food in dorm kitchens or in off-site homes. Submitting this form early in the process can help your organization have a successful event by utilizing University resources that can assist you.

The permit fee, through the University is $30.00. This fee is waived if a permit through the County Health Department is required. The Health Department does charge for this type of permit. Information on these fees is available through the Sanitarian’s Office.

If you have any questions regarding the process or filling out this form, please call the University Sanitarian at 275-8405 or email at pcastonovo@safety.rochester.edu

Name of event_____________________________ Date of Event________________

Event location __________________________ Food serving: start time____ end time ______

Organization/Dept. ___________________________ Number of expected attendees____

Person(s) in charge & phone #(s)______________________________

Name & phone # of person completing form ________________________________

If a student group, name & phone # of advisor ______________________________

Type of event: private group ______ UofR only ______ UofR and outside community ______

Will grills be used by the vendor? ________ if yes, what type______________________________

Will a tent(s) be used? ________ If yes, will it be enclosed? ________

Will there be any special effects?_____________________________________________________

If yes, please explain_______________________________________________________________

Will alcohol be served? ____ If yes, who will be serving ________________________________

List food & beverage items to be served: ____________________________________________
Food purchase location

Who will be preparing the food?

List address and phone # of restaurant or caterer who will be preparing the food

Who will be serving the food?

Answer the following questions if your group will be serving the food.

How is the food to be transported?

What cold holding equipment will be used during the event?

What hot holding equipment will be used during the event?

Is there a food thermometer available for potentially hazardous foods?

Are there gloves and hats for workers?

What equipment will be used for handwashing?

Have you received a copy of the Food Event Guidelines? ( ) Yes   ( ) No

Have you gone over or plan to go over the Guidelines with all individuals involved with the preparation or serving process? ( ) Yes   ( ) No

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