Temporary Food / Baked Goods Event Request Form

This form will need to be filled out and sent to the Sanitarian’s Office at least 14 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 Environmental Health & Safety Office at 275-3241 or email at wwilbor@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

University Sanitarian, Environmental Health & Safety
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