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 pcastronovo@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 ____________________________

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
685 Mt Hope Ave., RC Box 278878
RC Box 278878
Phone: 275-8405
Fax: 274-0001