

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

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