



APPLICATION FOR TEMPORARY FOOD SERVICE EVENT

This form does not serve as a room/facility reservation form. Space reservations are made through individual facilities.

Temporary food service applications are required for the following:

- ✓ Group events with food provided by a non-University caterer or supplier
- ✓ Any food sold or given away to the public or general campus community (one form needed for EACH caterer / vendor)
- ✓ ASUW clubs preparing food (must be done in an approved facility by permitted food handlers)

Environmental Health and Safety must receive applications ten working days before the event. **This application, if approved**, is not transferable and is only valid for the place, time and organization stated on the application. Once the application is approved, no changes may be made without Environmental Health and Safety approval. Unauthorized changes may result in closure.

Event Name _____ Event Facility / Location _____ Indoors
 Outdoors

Event Date(s) _____ Serving hours _____ Organization / UW Dept. _____ Estimated. # of People _____

Event Coordinator (print name) _____ Coordinator Phone # / Fax # _____ Coordinator Email _____

Event Coordinator Signature _____ Date _____ Coordinator Campus Address _____

Home-prepared foods CANNOT BE SERVED at events open to the public. Foods must be prepared in a facility permitted by Environmental Health and Safety, the local health department, or in an approved booth. See *Additional Requirements for Booths*. If this is a barbecue, please see *Barbecue Guidelines*.

Name of Permitted Kitchen / Caterer _____ Address of Permitted Kitchen / Caterer _____ Caterer Phone # _____

Food	Source	Where Prepared

_____ Date & Times Kitchen Will Be Used

If a **student group** prepares food, please supply another sheet with the following information regarding food handlers: name, food worker permit source, and expiration date of food worker permit.

Check all temperature control methods you will use for potentially hazardous foods to **assure foods are kept below 42° F or above 140° F. MONITOR TEMPERATURES OFTEN!**

Hot holding	Re-heating and Cooking	Cold Holding
<input type="checkbox"/> Steam table <input type="checkbox"/> Wok <input type="checkbox"/> Hot well <input type="checkbox"/> Steamers <input type="checkbox"/> Oven <input type="checkbox"/> Stove <input type="checkbox"/> Gas grill <input type="checkbox"/> Chafing dish <input type="checkbox"/> Other: _____	<input type="checkbox"/> Oven <input type="checkbox"/> Steamers <input type="checkbox"/> Barbecue <input type="checkbox"/> Stove <input type="checkbox"/> Gas grill <input type="checkbox"/> Wok <input type="checkbox"/> Other: _____	<input type="checkbox"/> Refrigerator <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Cold packs/cooler <input type="checkbox"/> Drained ice <input type="checkbox"/> Other: _____

For EH&S USE ONLY

Approved Rejected Approved with Restrictions: _____
Reviewed by: _____ Date: _____ Faxed: _____