

**UC DAVIS EVENT ORGANIZER APPLICATION**

Submit at least 30 days prior to the event

**Event Information**

Name of Event: \_\_\_\_\_

Specific location on campus of the event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Food booths will be set up at what time: \_\_\_\_\_ Number of food booths: \_\_\_\_\_

**Organization Information**

Name of Organization: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Phone for Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

- Applications** - Temporary food event applications (one) for each food vendor.
- Site Plan** - Provide a complete site map indicating the location of all food vendors, water supply faucets, waste water disposal, garbage containers and location of restrooms.
- Food Vendor List** - Submit the attached list of all the food vendors for the event.
- Event Utilities**

Number of faucets available for potable water: \_\_\_\_\_

Number of waste water dump stations: \_\_\_\_\_

Is electricity supplied/available for each food vendor? \_\_\_\_\_

Method of disposal for waste water from food booths? \_\_\_\_\_

Where will ice be supplied from? \_\_\_\_\_



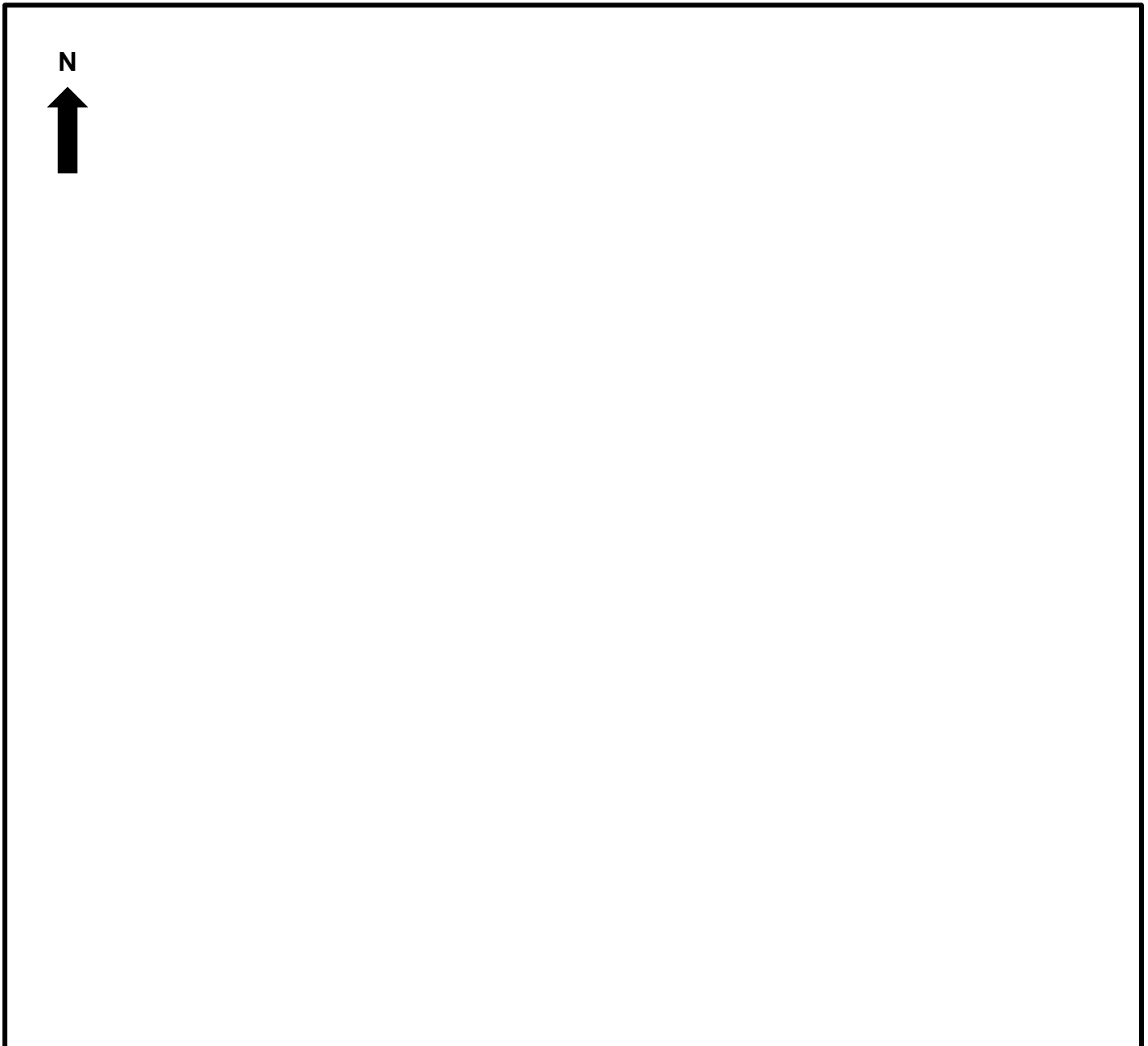
**SITE MAP OF THE EVENT**

Provide map of the layout of the event, indicating the following:

- Food Vendors (identify each vendor)
- Site Location (provide name)
- Restrooms
- Waste Water Dumps Stations
- Garbage Area(s)
- Water Source(s)
- Common Hand Washing Facilities

**Event Name:**

**Event Date(s):**



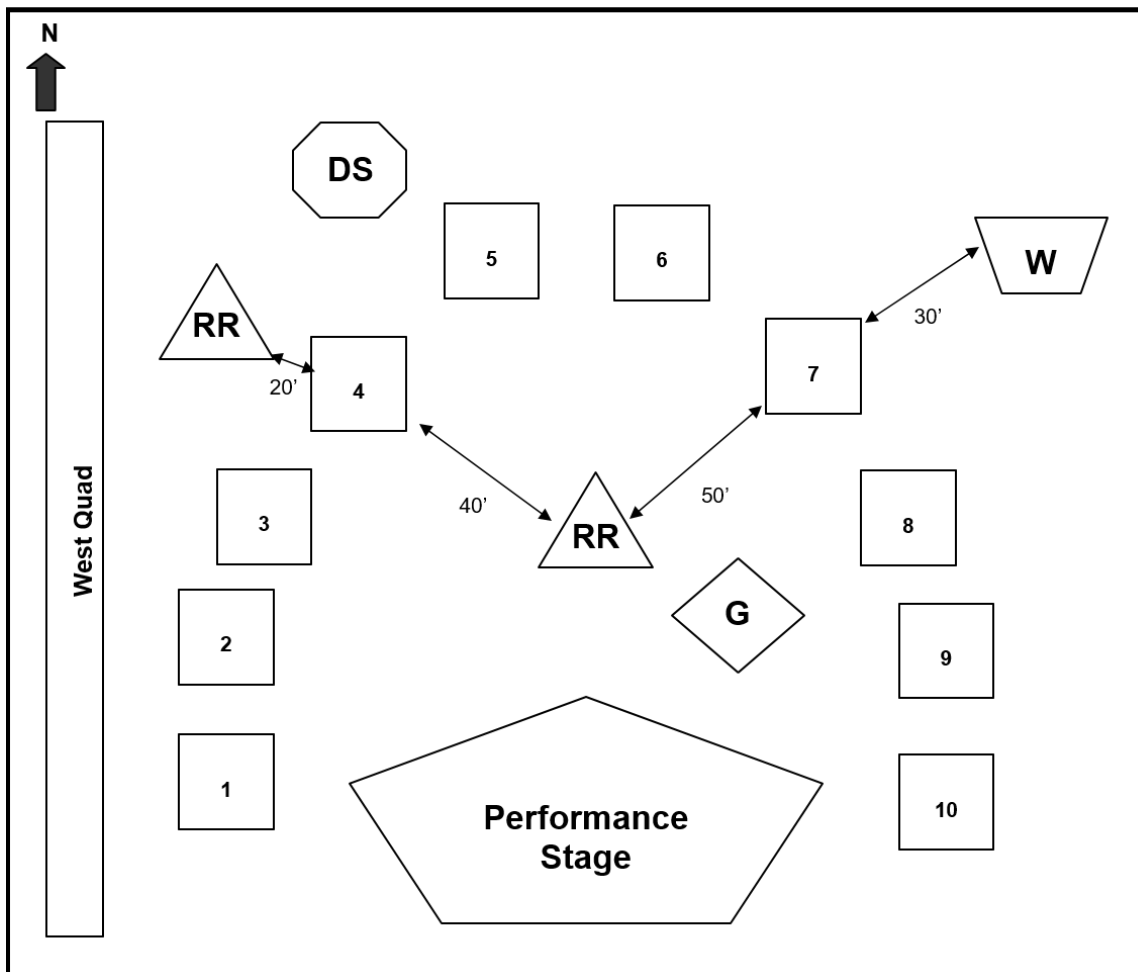
**SAMPLE SITE MAP**

Provide map of the layout of the event, indicating the following:

- Food Vendors (identify each vendor)
- Site Location (provide name)
- Restrooms
- Waste Water Dumps Stations
- Garbage Area(s)
- Water Source(s)
- Common Hand Washing Facilities

Event Name:

Event Date(s):



**Note:** This diagram does not have to be drawn to scale, but accurate, linear distance measurements shall be provided.

