

TEMPORARY FOOD EVENT APPLICATION

This application must be submitted for approval.

(For Event Organizer, your organization, EH&S and Fire Prevention)

Your organization must designate one or two Contact Persons for your food event who are responsible for all stages of the approval process, food purchase/preparation, set-up, sale/service and clean up.

Name of the Event: _____

Exact location of the Event: _____

Name of Organization: _____ Date(s) of the Event: _____

What are the hours of the event start/end times: _____

1. Two Contact Persons Responsible for all aspects of Temporary Food Event:

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
A.	_____	_____	_____
B.	_____	_____	_____

For Office Use Only

APPROVAL STATUS:

1. Approved:

EH&S _____ Date: _____ Fire Prevention: _____ Date: _____

EO: _____ Date: _____

Event Sponsor (if needed): _____ Date: _____

2. Approval Pending:

EH&S _____ Date: _____ Fire Prevention: _____ Date: _____

EO: _____ Date: _____

Event Sponsor (if needed): _____ Date: _____

APPROVAL REQUIREMENTS/COMMENTS

EH&S: Thermometer Required **University Kitchen Required** **4-sided Tent** **Canopy**

Food Safety Online Training completed

To complete the online food safety training, visit lms.ucdavis.edu, and search for "Food Safety Training"

Comments:

Fire Prevention: Fire Extinguisher Required? Yes **No** **If yes, which kind? K** **ABC**

Comments:

Event Organizer: _____

Event Sponsor: _____

APPROVAL DENIED

EH&S _____ Date: _____ Fire Prevention: _____ Date: _____

EO: _____ Date: _____

MENU, PURCHASE, STORAGE, PREPARATION OF FOODS

- Menu may not exceed 3 food items and may only include one main dish and one meat item.
- All foods must be prepared by your organization (Not commercial items purchased and just reheated or cooled)
- All cooking must occur on site. You may not cook any items in a university kitchen
- All foods must be stored and prepared in a university approved kitchen or purchased from University approved food facilities. Call the Office of Environmental Health & Safety at (530) 752-1493 for more information.

List Food Item (no more than 3 food items: one meat or veggie main dish only)	Ingredients (List all)	Where purchasing ingredients	Where storing ingredients prior to preparation	How items will be prepared in advance	Where you will prepare food in advance of event	Where storing/ refrigerating (not at home)	Method of transporting food to event site	Prep & Storage that will be done on site
1 st item:	1 st item:			<input type="checkbox"/> Marinate <input type="checkbox"/> Portion / Cut <input type="checkbox"/> Assemble <input type="checkbox"/> Refrigerate <input type="checkbox"/> Freeze <input type="checkbox"/> Other				<input type="checkbox"/> Fry <input type="checkbox"/> Heat <input type="checkbox"/> Grill <input type="checkbox"/> Blend <input type="checkbox"/> Boil <input type="checkbox"/> Steam <input type="checkbox"/> Assemble <input type="checkbox"/> Portion / cut <input type="checkbox"/> Keep cold
2 nd item:	2 nd item:			<input type="checkbox"/> Marinate <input type="checkbox"/> Portion / Cut <input type="checkbox"/> Assemble <input type="checkbox"/> Refrigerate <input type="checkbox"/> Freeze <input type="checkbox"/> Other				<input type="checkbox"/> Fry <input type="checkbox"/> Heat <input type="checkbox"/> Grill <input type="checkbox"/> Blend <input type="checkbox"/> Boil <input type="checkbox"/> Steam <input type="checkbox"/> Assemble <input type="checkbox"/> Portion / cut <input type="checkbox"/> Keep cold
3 rd item:	3 rd item:			<input type="checkbox"/> Marinate <input type="checkbox"/> Portion / Cut <input type="checkbox"/> Assemble <input type="checkbox"/> Refrigerate <input type="checkbox"/> Freeze <input type="checkbox"/> Other				<input type="checkbox"/> Fry <input type="checkbox"/> Heat <input type="checkbox"/> Grill <input type="checkbox"/> Blend <input type="checkbox"/> Boil <input type="checkbox"/> Steam <input type="checkbox"/> Assemble <input type="checkbox"/> Portion / cut <input type="checkbox"/> Keep cold

Menu and Preparation (continued)

Indicate the name and type of business where raw ingredients/pre-made food items will be purchased (local retailer, wholesaler, restaurant, etc.):

Food Items	Name of Business	Type of Business

Skip this item if you are preparing all of your food at a UC Davis kitchen or on-site at event. If preparing at another location, please provide the name, address and county of any other facilities where each preparation activity will occur:

Business Name	Address	County & Permit #	Preparation Activity

Indicate how each food item will be served:

Food Item	Will it be served hot? (yes or no)	How will you keep it hot on site?	Will it be served cold? (yes or no)	How will you keep it cold on site? (i.e. Ice chest)
Ex. Steamed Rice	Yes	Rice cooker	No	
Ex. Root Beer Floats	No	N/A	Yes	Ice Chests
1.				
2.				
3.				

- Each organization is responsible for providing all needed equipment and extension cords that are UL listed and meet campus electrical requirements.
- Each booth is limited to three (3) electrical appliances.
- List all electrical equipment you will use and provide the requested information (amps), which can usually be found etched into the bottom of the appliance or into a metal plate secured to the device.
- List any gas/propane burning equipment.
- ***Applications cannot be processed and approved without amps information.***

Example:	<u>AMPS</u>	<u>PROPANE</u>	<u>OTHER</u>
<u>EQUIPMENT</u>			
1. Crock Pot	.45amp		
2. Grill	-----	Yes	
3. Rice Cooker	1.12amp		

EQUIPMENT	AMPS	PROPANE	OTHER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL	_____	_____	_____

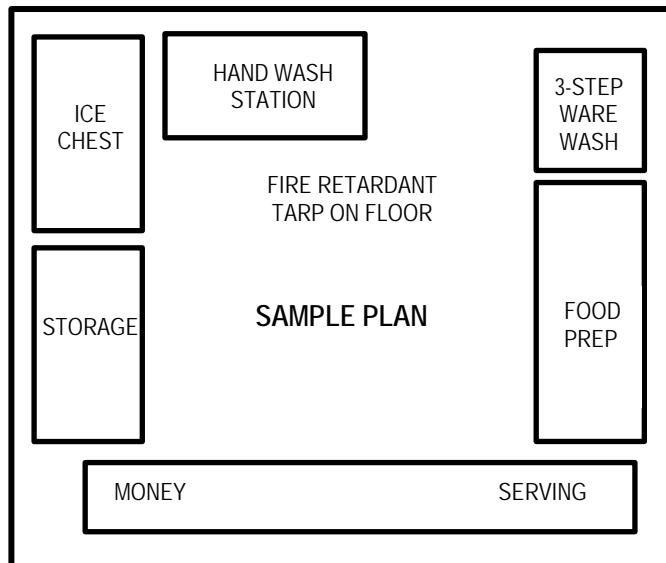
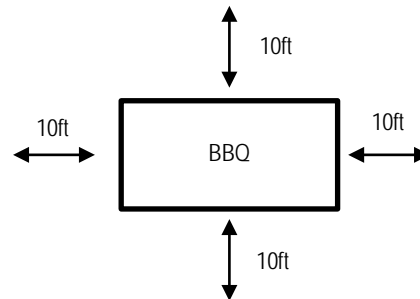
FOOD BOOTH SET-UP

Remember: Your organization must provide all your own supplies and equipment.

What you must provide (check these off as you include them on your site plan on the next page and make sure you have them on site for inspection):

- ❑ Enclosed **tent** (minimum 8'x8', maximum 10'x10') with **four sides**, front and back must zip open, with **flame resistant CPAI-84 certified tarp** completely covering floor area. You can buy, borrow or rent tent.
- ❑ **Skirting for Front Sales Table** - Must cover front of table from top to ground and pole to pole.
- ❑ **Hand washing Station on top of table:** Must include potable water in 5 gallon container with hands free faucet/spigot; liquid hand soap in a pump dispenser; paper towels; and a catch basin to collect waste water. Hand washing station must be **inside** tent.
- ❑ **Sale/Service Area Table** (check with Event Sponsor for how many 8' tables & chairs will be provided).
- ❑ **Food preparation table(s).**
- ❑ **Utensil/Ware washing Station on table:** 3 large containers/tubs (Wash- Rinse-Sanitize); liquid bleach; dishwashing soap, testing strips and an area for air-drying utensils. If the utensil ware washing is outside, overhead protection must be provided.
- ❑ **Hot and Cold Electrical Equipment plus one 100 ft 12 or 14 gauge electrical cord (not two 50' cords) and surge protected power strip**
- ❑ **BBQ / Propane Stove / Open Flame Equipment** (including sternos, chafing dish, etc.). Propane tanks must be secured against tipping with milk crates or similar item & located away from traffic areas
- ❑ **Ice Chests**
- ❑ **Pallets/Boxes/Shelves** for storing equipment & food at least 6" off ground prior to usage.
- ❑ **Fire Extinguisher** (if required, it will be provided by Fire Prevention.)
- ❑ Trash Can (provided by event sponsors)
- ❑ Thermometer (provided by event sponsor)
- ❑ **Oil/Grease Disposal Container plus Secondary Drip Pan**
- ❑ Plastic Disposable Gloves (recommend non-latex)
- ❑ Decorations must be within footprint of tent, structurally sound and fire proofed.

HAND WASH STATION



DRAW YOUR FOOD SITE PLAN BELOW

Include tent/canopy, floor tarp, sales/service area, hot & cold equipment, handwashing station inside booth, preparation and storage areas, BBQs/grills/fryers, etc., utensil washing station may be located outside with overhead protection.

List all equipment you will use/provide (use list on previous page as a guide):

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Draw your site plan and indicate flow of food preparation from raw to service:

- Include all items required for your food booth that are listed on the previous page.
- Follow sample diagram.
- Hand washing station, food preparation tables, fire extinguishers, trash can, BBQs/grills/fryers must be located **behind** your tent. Utensil washing station must have overhead protection if located outside.

TEMPORARY FOOD BOOTHS THAT HANDLE UNPACKAGED, OPEN FOODS SHALL PROTECT FOOD BY A FULLY ENCLOSED TENT WITH 16 MESH PER SQUARE INCH SCREENS

