Permit to Sell or Serve Food on Elizabethtown College Campus

1. I am requesting to Sell Food\_\_\_\_\_\_\_\_\_\_\_\_ Serve Food\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Responsible Person and phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name of the event food will be sold or served at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Location of proposed sale/serving\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date and Time frame\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Food and Beverages to be offered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. How will the foods be kept hot or cold? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. How will the foods and beverages be protected during transportation, display and during serving time, from contamination?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. What are your plans for hand washing?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Date Submitted to Catering Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Kathy Christopher, [christophek@etown.edu](mailto:christophek@etown.edu))

Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Temporary Food Service Policy**

To insure the safety and well-being of the campus community and our guests the following is required before permitting the sale or serving of any food or beverage items that have not been prepared by Elizabethtown College Dining Services.

1. A completed “Permit to Sell or Serve” form must be sent to the catering manager for approval no less than 2 weeks prior to the event date. Forms that have not been entirely completed will not be approved.
2. All proper guidelines for safe transportation, storage and display must be followed. Speak with the Catering Manager if you are unsure.
3. If the food and beverage is being provided by a commercial vendor, we must receive a copy of that vendor’s health inspection and food and beverage sales license and proof a minimum of 1 million dollar liability insurance coverage.
4. It is necessary that all food products be prepared, held and handled in as safe and sanitary manner. Temperature control and physical contamination are of the utmost importance. Please follow the sanitation guidelines. All surfaces must be sanitized, hands must be washed, gloves must be worn. Please speak with Catering Manager for further details.
5. Provide refrigeration or adequate freezer packs or ice in coolers with proper drainage.

Cold potentially hazardous foods must be held at 41\*F or below.

1. Provide proper method to hold potentially hazardous hot foods at 135\*F or higher.
2. Catering department will not lend catering equipment to be used for food storage or preparations.
3. If using charcoal grills at the Quads, make sure to follow the Fire Safety regulations under the Safety Policy from Human Resources.
4. You are NOT permitted to bring your own grills to cook from on campus.
5. Avoid handling food items with bare hands, use gloves when necessary and proper hand washing methods. You must have sanitizer, if running water is not available.
6. Prepare all foods as close to the actual time needed as possible.
7. Make sure to have proper sanitized serving utensils.
8. All food and beverage items must be stored no less than 6 inches from the ground.
9. Make sure to keep all food preparation and serving surfaces clean and sanitized.
10. Do not leave any waste at event site. Do not dump ice, hot water or food and beverage waste on the ground. Dispose of all trash properly.
11. Failure to follow any of the guidelines will prevent the approval of any future “permits to sell or serve food”.

Liability Waiver

**Permission for Exception of First Right of Refusal of Food Service**

**Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Name or Student Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for Request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name, Phone number and email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**As of (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (contact and department or club name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has been informed of Elizabethtown College Dining Services Policies. As a Representative of Elizabethtown College Dining Services I hereby release Elizabethtown College Dining Services of any claims which occur from the preparation and consumption of any food not prepared in Elizabethtown College’s approved kitchens. These liabilities will include but are not limited to any health hazards resulting from improper or inappropriate handling, storage and display of any food items.**

**Representative of Department or Student Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Representative of Elizabethtown College Dining Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event has been: AApproved Not Approved**

**y Pickup Option (At the Blue Bean Café)**

(Suggested for Parties of 12 guests and less)

If purchased directly at the Blue Bean payment in cash or Elizabethtown College ID only

Pre-order via Catering with department account number.

Catering Manager will place order to Blue Bean and bill.

Box of Joe $12.00

Coffee or Decaf

Hot Water Includes Assorted Tea Bags

Cups, Napkins, Creamers, Sugars, Equals, Stirrers

Add:

Donuts

Muffins

Danishes

Bagels

By the dozen or half dozen

Dozen $6.00 Half Dozen $3.00

Donut Holes 3 doz. $6.00

**Perky Pickup Option (At the Blue Bean Café)**

(Suggested for Parties of 12 guests and less)

If purchased directly at the Blue Bean payment in cash or Elizabethtown College ID only

Pre-order via Catering with department account number.

Catering Manager will place order to Blue Bean and bill.

Box of Joe $12.00

Coffee or Decaf

Hot Water Includes Assorted Tea Bags

Cups, Napkins, Creamers, Sugars, Equals, Stirrers

Add:

Donuts

Muffins

Danishes

Bagels

By the dozen or half dozen

Dozen $6.00 Half Dozen $3.00

Donut Holes 3 doz. $6.00