

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 Carifesta: Kaleidoscope of the Caribbean Date of Event 4/19/25

Event location Interfaith Chapel Food serving: start time 4:30PM end time 5:30PM

Organization/Dept. Student Organization for Caribbean Awareness Number of expected attendees 100

Person(s) in charge & phone #(s) Nicholas Morales, 585-274-1985

Name & phone # of person completing form Germania Balbuena Marte, 7745032265

If a student group, name & phone # of advisor Nicholas Morales, 5852741985

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? No If yes, will it be enclosed? ☐

Will there be any special effects? No

If yes, please explain ☐

Will alcohol be served? No If yes, who will be serving ☐

List food & beverage items to be served: White rice, rice and peas, curry goat,
jerk chicken, plantains, patties

- Food purchase location JAMAICAN SPICE 516 MONROE AVE 14607
- Who will be preparing the food? CHAF BEVAR AND LANDO
- List address and phone # of restaurant or caterer who will be preparing the food
516 MONROE AVE, ROCHESTER NY, 14607 | 585-491-4868
- Who will be serving the food? Members of the organization

Answer the following questions if your group will be serving the food.

- How is the food to be transported? Steam Table Pans and Thermal Bags for transport

What cold holding equipment will be used during the event? None

What hot holding equipment will be used during the event? None

Is there a food thermometer available for potentially hazardous foods? Not at the event location

Are there gloves and hats for workers? Yes

What equipment will be used for handwashing? In the kitchen, there is a designated handwashing sink

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

University Sanitarian, Environmental Health & Safety
685 Mt Hope Ave., RC Box 278878
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Phone: 275-3241
Fax: 274-0001