

Request to Serve/Sell Food

Date of Event: _____

Application Date: _____

The following information is needed for appropriate consideration to be given to applications for selling or serving foods. Please complete all items and submit to the **Office of Event Management, 125-D HUB-Robeson Center, hubevents@psu.edu, OR THE VENUE WHERE YOUR EVENT IS TAKING PLACE.**

Full Name of Applicant Group: _____ Telephone #: _____

Printed Name of Person Submitting Application: _____

Time of Event: _____ AM/PM _____ AM/PM Location(s): _____

Description of Food(s) to be served, and where it will be prepared - include all types, hot and/or cold items, pre-packaged, or served from bulk (use additional sheets if necessary) _____

If hot food is to be served, by what means will the food be maintained at the required temperature below? _____

(Must be an Approved Non-University Caterer, PSU Policy AD-26)

All raw and prepared food must be purchased from approved commercial/retail sources. No "home" prepared food can be used. Hot food must be kept at +140 degrees F; Cold foods under 45 degrees F.

Name of Catering Company: _____

Catering Contact Person: _____

Address: _____

Phone: _____

Signature of Person Submitting Application: _____

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Union and Student Activities or Venue Representative

Office of Housing and Food Service

Date Received: _____

Reviewed by: _____

Comments: _____

Date Forwarded to H&FS: _____

Application Approved? Yes ____ No ____

FOR VENUE OFFICE USE ONLY – PLEASE FORWARD TO dtg1@psu.edu FOR APPROVAL.