

Food and Beverage Application

For health and safety, a Food and Beverage Application must be submitted by any group that intends to provide food on University property that is not prepared by Chartwells/UAF Catering. Please complete this application fully. Failure to provide all required information may result in delay or rejection of this application.

- It is recommended that food purchases are made **AFTER** approval has been obtained through the Food and Beverage Application process.
- The Food and Beverage Application must be submitted **14 calendar days prior to the event** to Dining Services and Contract Operations at uaf-dining@alaska.edu.
- Additional information and approvals may be required by the Fire Marshal, Risk Management, or other authorities.
- **Catering and food services that can be provided by Chartwells/UAF Catering at comparable pricing should be utilized.**

SECTION A: EVENT DETAILS

EVENT NAME: _____ DATE OF EVENT: _____ START/END TIME: _____ / _____

EVENT LOCATION: _____ ANTICIPATED NUMBER OF PARTICIPANTS: _____

EVENT TYPE: (Check all that apply)

_____ Open to Public (Includes events advertised with fliers, digital signage, on social media, radio, tv, and other media)

_____ Private Event (access granted to department, members or by invitation only)

_____ Potluck _____ Fundraiser _____ Banquet/Reception _____ Expo, Bazaar, Fair, etc.

_____ Food for sale (includes **bake sales**, ticket sales, entry fees, donation requests, etc.)

_____ Alcohol Service (Must also complete UAF Alcohol Beverage Application)

NAME OF CLUB/ORGANIZATION/DEPARTMENT: _____

NAME OF CAMPUS CONTACT PERSON: _____

CONTACT PERSON EMAIL: _____ PHONE: _____

SECTION B: FOOD PROVIDER INFORMATION

A quote provided by Chartwells may be required prior to authorization for use of off campus vendor.

WHERE WILL FOOD BE PURCHASED/DONATED FROM?: (List all vendors/donors. Attach additional pages if needed.)

_____ Grocery store and prepared by Organization/Department/Individual (Complete Section C)

_____ *Grocery store; commercially pre-packaged items; no preparation necessary

_____ *Off-Campus Caterer/Vendor (A quote from vendor is required): _____

_____ *Donation From: _____

*Continue to Section D

SECTION C: FOOD PROCEDURES

WHAT TYPE OF FOOD PREPERATION PROCEDURE(S) WILL OCCUR?

_____ Thaw _____ Cut/Assemble _____ Cook _____ Reheat _____ Cold/Hot Hold

WHERE WILL FOOD BE PREPARED?

_____ Home kitchen _____ State permitted kitchen _____ On location

SECTION D: FOOD TO BE PROVIDED

PLEASE LIST ALL FOOD AND BEVERAGE ITEMS TO BE PROVIDED OR ATTACH A COPY OF THE MENU.

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

POTENTIALLY HAZARDOUS FOOD (PHF): Food that requires temperature control is considered to be Potentially Hazardous Food (PHF), for example meat, egg, cheese, milk, ice cream, etc. These foods are only authorized to be provided by a permitted food establishment **at events open to the public or any event where food will be for sale**, including bake sales and other fundraisers. A Temporary Food Permit may be obtained from the state of Alaska for groups that wish to offer these foods at their event. Dining Services and Contract Operations will assist you with this process, if needed. For private events, such as department/organization potlucks, individuals may prepare PHF provided they follow proper hot/cold holding and cooking procedures (see attached guidelines).

SECTION E: APPLICANT ACKNOWLEDGMENT

I hereby request authorization for food service in accordance with University policy, the laws, ordinances and regulations that are now or may hereafter be enforced by the State of Alaska, pertaining to the event described within this application. I attest that the information in this application accurately describes how food will be distributed.

SIGNATURE OF APPLICANT: _____ DATE: _____

For Official Use Only

_____ Approved _____ Temporary Food Permit _____ Denied _____ Cancelled

Comments _____

DSCO Representative Signature: _____ DATE: _____

Food Preparation Guidelines

The following highlights some guidelines for safe food preparation. For more detailed information on food safety and the Alaska Food Code please visit the State of Alaska Division of Environmental Health, Food Safety and Sanitation Program at <http://dec.alaska.gov/eh/fss.aspx>

COLD HOLDING: In cold foods bacteria can multiply at warmer temperatures. Store and display food at cold temperatures to prevent bacteria from multiplying. Protect raw food from contamination, and Ready-to-Eat (RTE) food from cross contamination.

- Keep the cold holding unit at 41°F or colder
- Place prepared food into the cold holding unit as soon as possible.
- Separate raw from RTE food, and raw food from each other (ex. beef over chicken)
- Throw away PHF that have been warmer than 41° F for 4 hours.
- Throw away RTE food that has been contaminated by raw food.
- Transfer PHF that has not been warmer that 41° F for 4 hours to cooler unit.

HOT HOLDING: In hot foods bacteria can multiply at colder temperatures. Stored and display food at hot temperatures to prevent bacteria from multiplying.

- Keep the hot holding unit at 135°F or hotter
- Never use hot-holding equipment to reheat food unless it is built to do so. Most hot-holding equipment does not pass food through the temperature danger zone (42°F to 134°F) quickly enough. Reheat food correctly (see reheating section below) and then move to hot holding.
- Food should not be held in hot food holds for more than 4 hours.

COOKING: Harmful bacteria and parasites can cause illness if foods are not cooked to proper temperatures for a specified time.

| Food | Final Temperature/Time |
|--|-------------------------|
| Poultry - stuffed meat, seafood, or poultry - stuffing containing meat, seafood or poultry - traditional, wild game meat - casseroles containing PHF | 165°F for 15 seconds |
| Pork, - game meat – meat –ground or restructured meat or seafood – injected meat | 155°F for 15 seconds |
| Other PHF requiring cooking | 145°F for 15 seconds |
| Rare roast pork, beef, veal and lamb | 145°F for 4 minutes |
| Fruits, vegetables, grains and legumes that will be hot held for service | 135°F (no minimum time) |

REHEATING: Bacteria can survive and multiply in foods during reheating, unless the temperature reaches 165°F quickly. Reheat to kill bacteria that could have multiplied when it was held or cooled.

- Reheat rapidly to 165 ° F within 2 hours without interruption.
- Do not reheat more than one time.

FOOD SERVING: Use tools such as tongs, tissues, ladles and gloves. No bare hand contact with foods.