

**Cross Cultural Center
Student Food Booth Application
Cover Sheet**

Please select one or more events to vend:

- Asian Pacific Culture Night- Friday April 21**
- La Gran Tardeada- Saturday April 29**
- Black Family Day- Saturday May 20**

Please note that in addition to completing the application each organization is responsible for completing an online food booth training, a food booth orientation and a food booth orientation refresher. Please make note of the dates below:

Online Food booth Training by 2/16/2017

Food booth Orientation: 2/17/2017 or 2/28/2017 or 4/6/2017

Food booth Orientation Refresher: 4/6/2017 or 4/7/2017

For questions about specific events please contact the supervising program coordinators.

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******The deadline to submit the Student Food Booth
Application for Black Family Day is
Saturday, April 15th 2017******

Cross Cultural Center Student Food Booth Application

In addition to the following requirements, Event Sponsors may apply additional requirements.

Requirements to sponsor a Major Food Event

- Your group must be a Registered Student Organization in good standing with no holds.
- Your group must select **TWO (2)** students who will be responsible for **ALL** aspects of the application, approval process, food preparation and sale for your group.
 - Your **TWO (2)** Food Booth Coordinators must meet all deadlines and complete all required steps or your Food Booth Event will not be approved.
 - Your group must provide your own tent/canopy that meets EH&S and Fire requirements. You may borrow, rent, purchase or use your own.
- Minimum of 8'x 8', maximum of 10'x 10'.
- Description: Tent must be equipped with a ceiling, 4 sides (can be screened), and front and back sides that zip open. You must also have a CPAI-84 certified fire-retardant tarp for entire floor area.
 - Groups sponsoring Major Food Booth Sales at Picnic Day will be required to use a specified University Kitchen unless permitted by EH&S to prepare their food at another university approved location or to prepare completely on site.
 - For all other events: groups may only sell/serve foods that can be prepared completely on the event site.
 - Foods you can sell/serve: only 1 main dish (meat or veggie; only one type of meat/fish) and a maximum of 2 side dishes for 3 food items in total.
 - **Equipment:** You must provide all your own equipment including tent, floor tarp, 4 buckets, appliances/containers for heating, cooling, storing, etc., utensils and paper goods, prescribed extension cords and power strip, dish and hand soap, bleach, tape, foil and anything else needed.
 - **Electricity:** You may use no more than 3 electrical appliances.
 - **Grills:** ***Only propane grills are allowed. No charcoal grills are permitted.***

What EH&S and Fire will be reviewing and approving on your application:

- Foods you will be serving, all ingredients, where you are purchasing the foods/ingredients, where and how food will be prepared.
- How and where food will be stored and transported.
- How foods will be prepared and maintained with hot- and cold-holding at event site, and a detailed drawing of your booth area set-up and the flow of food preparation from raw to service.

Requirements on site at the Event:

- Your group must arrive and be set up by the event deadlines.
- Your group must accurately and thoroughly complete a pre-inspection using the **PRE-INSPECTION CHECK-LIST** included in this packet. The CCC must review and sign off on the pre-inspection.

- **EH&S and Fire will then conduct on-site inspections.** If EH&S or Fire determine that information provided on your Inspection Check-List is not accurate or true, your Food Booth will be shut down and you will not be permitted to sell or serve at that event.
- **You must provide your own change fund.** The event will not make change for you.
- You must comply with event sustainability requirements, including recycling and composting.
- **You must clean up your booth site** including discarding, used water, trash, recycling, etc. in specified locations.
- **EH&S and Fire will determine whether you will need a metal-stemmed probe thermometer, fire extinguisher, etc.** If so, these will be provided for you. You will be charged for these items if they are not returned by the date specified.

RESPONSIBILITIES CHECKLIST FOR YOUR FOOD BOOTH COORDINATORS

(the same two students must be present through all stages of the approval process and food event)

- Complete and submit the Major Food Event Application by the specified deadline (**Feb 15th**).
- Complete Food Training and submit training certification for both student coordinators with the submission of your Major Food booth Application
 - Read **ALL** application attachments
 - Must complete Online Food booth Training by 2/16/2017
 - Must attend one Food booth Orientation: 2/17/2017 or 2/28/2017
 - Must attend one Food booth Orientation Refresher: 4/6/2017 or 4/7/2017
 - Obtain all required approvals including Fundraising Approval from CCC by the specified deadlines.
- Pay \$100 deposit with your food booth application which you will receive on the day of your culture day *food booth*
 - Coordinate and supervise all aspects of food purchase, storage, preparation, booth set-up, sales, take-down and clean-up.
 - Complete the Food Event Pre-Inspection Form at the event prior to required on-site inspections by Fire and EH&S.
 - At least one student coordinator must be present during on-site inspections by CCC, EH&S and Fire.
 - Complete any additional steps required by Event Sponsor.

INDEMNIFICATION

Please read this section thoroughly before signing.

Student Group shall defend, indemnify, and hold the University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of group's activities on University premises, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of group, its officers, agents, or employees.

We have read and understand the information provided to us. We are aware that participation in this event is contingent upon:

1. Our group providing accurate and complete information requested at the time we submit this application;
2. Approval of application by the event organizers (if we are not the sponsors), UC Davis Fire Department, and UC Davis Office of Environment Health and Safety (EH&S);
3. Our group adhering to all requirements provided;
4. Successfully completing UC Davis Fire Department and UC Davis Office of Environmental Health and Safety (EH&S) inspections at the event.

We realize that failure to achieve satisfactory on-site Fire Department and/or EH&S inspections and/or failure to comply with the stated requirements are grounds for being excluded from participation in this and possibly future events on the UC Davis campus. We agree that fees already paid will not be refunded should our booth not satisfy the conditions stated in the Food Event Application and Information Attachments. We are also aware that if we have any questions regarding the requirements, we can contact EH&S at (530) 752-3572 and the Fire Department at (530) 752-3839 for assistance.

Legible Signature of Student Group Food Booth Coordinator:

Date

Legible Signature of Student Group Food Booth Coordinator:

Date

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	_____	_____	_____

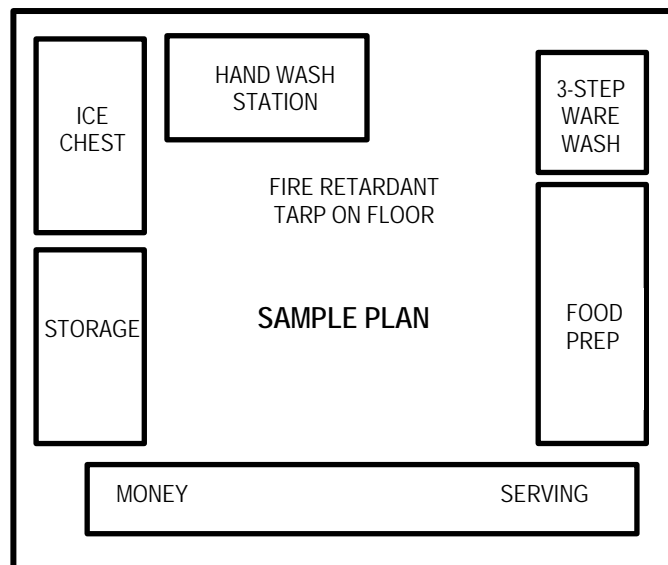
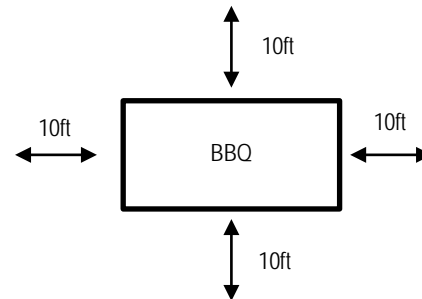
FOOD BOOTH SET-UP

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

