

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

**Please select one or more events to vend:**

- Asian Pacific Culture Night Market- Friday May 4, 2018**
- La Gran Tardeada- Saturday April 28, 2018**
- Black Family Day- Saturday May 19, 2018**

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 2/16/2018**

**Food booth Orientation:**

**Food booth Orientation Refresher:**

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

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Program Coordinator- La Gran Tardeada  
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Lisa Pennes  
Program Coordinator- Black Family Day  
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**\*\*\*\*The deadline to submit the Student Food Booth  
Application for any Cross Cultural Center event is  
Wednesday, February 16 2018\*\*\*\***

**Cross Cultural Center**

## **Student Food Booth Application**

### **Deadline: Wednesday, February 16th, 2018**

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**

(must be the **same two students** 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:

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Date

Legible Signature of Student Group Food Booth Coordinator:

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Date