



## Registration of Food Sales & Handling

Sale/Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Student Organization Name: \_\_\_\_\_

Contact person for sale: \_\_\_\_\_

Cell phone for contact: \_\_\_\_\_

Email for contact: \_\_\_\_\_

Alternate contact (person also at sale): \_\_\_\_\_

Cell phone for alternate: \_\_\_\_\_

Name and Address of any associated business (if any): \_\_\_\_\_

List of all foods to be served (solids and liquids)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

List of where foods are purchased (if home baked include by whom): \_\_\_\_\_

Will any foods need to be prepared on-site? If so describe how each food item will be prepared (include any cooking, warming or preparation specifics). Note: Only food requiring on-site preparations because of potential hazards will be allowed: \_\_\_\_\_

By signing below, I understand and will comply with the guidelines for food sales and handling for student organizations at the Rice University Student Center.

Applicant name (print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Application date: \_\_\_\_\_

Rcv'd SC Admin: \_\_\_\_\_

Approved date: \_\_\_\_\_ Contacted group: \_\_\_\_\_

## Description of Registration Form Items

**Event Date:** day sale is to take place

**Start time:** actual starting time (not set-up)

**End time:** actual end time

**Organization Name:** registered student organization name (full name not you initials)

**Contact information:** the person who is organizing the sale

**Alternate information:** another member who will most likely be at the sale

**Name and address of associated business:** if an outside restaurant/business is preparing food for you, include the name and address.

**List all foods:** include any pre-packaged items too!! Bottled water and canned soda even counts as a "to be listed" item.

**All food suppliers:** include any places you may purchase items from that are not a restaurant (i.e. Sam's Club, Target, Kroger, etc.)

**Food to be prepared on site:** if you are planning on adding or changing things on-site (i.e. icing on cookies, preparing special items, making a drink, rolling sushi, etc.) please outline it (use another page if you need to). Only if it is necessary to keep the items safe will it be allowed.