

# 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 campus 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](mailto: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

\_\_\_\_\_ 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

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**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).

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**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: \_\_\_\_\_

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*For Official Use Only*

\_\_\_\_\_ Approved      \_\_\_\_\_ Temporary Food Permit      \_\_\_\_\_ Denied      \_\_\_\_\_ Cancelled

Comments \_\_\_\_\_

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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.