

FAU Food Service Event Permit

Sponsor Information

Name of FAU Sponsor

Contact Information

Phone: Email:

Department

Dept. Supervisor

Event Information

Type of Event

Closed Open

NOTE: A Closed Event is limited to a club, department, or classroom. These are small events with few attendees.

Date of Event

Name of Event

Location of Event

Catering Onsite by Vendor?

Yes No

Vendor Information

Name of Vendor

[Food Waiver](#) obtained through [Business Services](#)?

Yes No N/A Obtained from FAU Business Services

Food Service License obtained for vendor?

Yes No Obtained from www.myfloridalicense.com

Certificate of Insurance obtained from vendor for full on-campus catering?

Yes No Obtained from the Vendor, if fully catered.

List of FAU employees, students, and volunteers that will be serving or handling food at the event

Training completed by all?

Yes No

Supervisor Review

Form includes the following attachments:

- Food Waiver
- Vendor License
- Certificate of Insurance, if fully catered on site by vendor.
- Training complete for all servers

Supervisor Approval

Name of Supervisor: _____

Signature of Supervisor: _____

Date of Approval: _____

Note to Sponsor:

- Send completed forms (with all required attachments) to EH&S and Business Services at ehs@fau.edu and bizservices@fau.edu prior to the event.
- **Conspicuously display the permit (with all attachments) at your event.**
- Reference the [FAU Food Safety Program Manual](#) for more information on food safety.

This permit is not valid unless all fields are completed and signed/dated by supervisor.