# 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](http://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
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 Review

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.