



FOOD PREPARATION FORM

Form must be completed a minimum of five working days before your proposed date to be considered for a food permit. Please print legibly or type.

Proposed food sale date, time and location _____

Organization _____

Contact person _____ Phone _____

E-Mail _____ Date submitted _____

PROVIDE COMPLETE INFORMATION ON THE FOLLOWING:

1. MENU: Provide a complete list of items to be served and amount charged.

2. SUPPLIERS: For the major food items (i.e. meat, chicken, dairy products, etc.)

3. STORAGE FACILITIES: Where and how long do you intend to refrigerate your menu items? Food may be stored at either the MCC or SRB kitchens only.

4. PREPARATION: Who, where, when, how?

5. EQUIPMENT: List no. of gas burners, bbq's, coolers, etc. (Copy of BBQ/Fire Permit must be attached to this document.)

6. TRANSPORTATION: How will food be transported and what date do you plan to purchase the food items?

7. TEMPERATURE CONTROL: How will you quickly heat and cool perishable items, and maintain them at those temperatures (<45F or >140F)? Crock pots are not acceptable for heating, but may be used for maintaining temperatures.

8. CLEAN UP: at least 1 person is needed. NAME: _____

NAME: _____

