

**STONY BROOK UNIVERSITY**  
 Environmental Health & Safety  
 110 Suffolk Hall, Stony Brook, NY 11794-6200  
 Phone: 2-6410 Fax: 2-9683 Zip: 6200  
 www.stonybrook.edu/ehs

# PUBLIC EVENT NOTIFICATION FORM

**Instructions:** Please read EH&S Policy 1-15, *Food Safety*, before completing this form. The policy is on EH&S' website.

## EVENT & CONTACT INFORMATION

|                                  |  |                            |  |
|----------------------------------|--|----------------------------|--|
| Organization's Name:             |  | Filing Date to EH&S:       |  |
| Event Organizer's Name:          |  | Phone No.:                 |  |
| Campus Address:                  |  | FAX:                       |  |
| Name of Event:                   |  | Event Date:                |  |
| Location of Event:               |  | Time Food to be Delivered: |  |
| Approximate Number of Attendees: |  | Event Hours:               |  |

## TYPE OF EVENT

**Public Event "By advertisement"**

An event that is open to the campus and/or the general public (e.g., carnivals, exhibitions, fairs, festivals, etc.)

**Instructions:**

- Public Event Organizers must **fully complete** and submit this notification form to EH&S at least **10 days** prior to the event. **THIS IS NOT A FOOD PERMIT APPLICATION.** Food permit applications must be completed and submitted for campus events only.
- Public Event Organizers must also complete and submit an "Organizer's Temporary Event Permit" application to the Suffolk County Department of Health Services at least **21 days** prior to the event.
- Copies of both the Organizer's Temporary Event Permit application and this form must be sent to the Department of Environmental Health and Safety for notification purposes only.

## FOOD ESTABLISHMENT/SOURCE

|   |  |                  |  |
|---|--|------------------|--|
| Name:   |  |                  |  |
| Address:  |  |                  |  |
| Contact Name/Phone No:  |  |                  |  |
| Permit Number:  |  | Expiration Date: |  |
| Does the Food Establishment have 'Off-Premises Catering' on their permit? <input type="checkbox"/> Yes <input type="checkbox"/> No      |  |                  |  |
| Distance of Food Establishment from University: <input type="checkbox"/> within 10 miles <input type="checkbox"/> greater than 10 miles |  |                  |  |

## FOOD SAFETY

List the foods you will be serving at the event. Be specific.

How will food be transported and temperatures (Hot Food >140°F/Cold Food <41°F) maintained during delivery?

Will any food preparation or cooking be performed on campus?  Yes  No Note: Food must be prepared in a permitted facility only. Additional permits and/or arrangements will be required, if cooking on campus.

Who will be serving the food (caterer, self serve, sponsoring group)?

How will safe food temperatures (Hot Food >140°F/Cold Food <41°F) be maintained during the event? Type of equipment?

Identify equipment that you will provide and utilize to ensure safe handling.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Disposable gloves | <input type="checkbox"/> Food thermometer    | <input type="checkbox"/> Handwashing location: _____ |
| <input type="checkbox"/> Aprons            | <input type="checkbox"/> Serving utensils    | <input type="checkbox"/> Other: _____                |
| <input type="checkbox"/> Hair nets or hats | <input type="checkbox"/> Disposable utensils |  |

Signature of Event Organizer:

## EH&S Review/Comment

EH&S Comments:

|              |  |        |  |       |  |
|--------------|--|--------|--|-------|--|
| Reviewed by: |  | Phone: |  | Date: |  |
|--------------|--|--------|--|-------|--|