

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:	
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EH&S Policy 1-15, Food Safety, Revised April, 2010