

NON-CBU FOOD VENDOR REQUEST FORM

This form must be completed to request permission to bring food on campus from a vendor other than Provider Contract Food Service. The form must be completed at least 30 days in advance of the event. Submit the completed request form to the **Student Services Office** (Yeager D247) or email **Kelly Palmer** (kepalmer@calbaptist.edu) for consideration. The “CBU Contact” listed below will be notified as to whether the request is approved or denied.

Name of Event: _____

Name of Sponsoring Organization: _____

Date: _____ Time: _____ Approximate Number in Attendance: _____

Location: _____

Describe the event in narrative form: _____

Food Vendor Being Requested: _____

Contact Information of Vendor: _____

Types of Food Vendor will sell: _____

Cost Center to be charged: _____ Price Vendor is charging: _____

Will you be charging for food? If so, how much? _____

Will your vendor be serving from a Food Truck or Trailer? _____ If yes, additional permit will be required ***

CBU Contact (Name of Person Responsible for Event): _____

Name of Person Submitting Form: _____ Date: _____

Contact phone number: _____ Contact E-mail: _____

NOTE: Potluck-type meals are not allowed on campus at CBU. Any CBU approval for outside food vendor is always subject to approval of the Riverside County Health department.

OFFICE USE ONLY:

Student Services Approval: _____ Date: _____

Upon approval, the following documentation must be emailed to **Jennifer Perkins** (jperkins@calbaptist.edu) for review

Liability Ins. Certificate

Business License/Seller's Permit

Food Handling Certificate (i.e., ServSafe)

NOTE: Your approval is not complete until the above items have been submitted and signed off below.

Provider Contract Food Service: _____ Date: _____

***IF YOUR VENDOR WILL BE SERVING FROM A FOOD TRUCK OR TRAILER, YOU WILL BE REQUIRED TO GET A TEMPORARY USE PERMIT AND/OR A PUBLIC HEALTH PERMIT. CONFERENCES AND EVENTS WILL HELP YOU TO OBTAIN THE PERMITS.

Conferences and Events: _____ Date: _____