

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:

1. 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.
2. 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.
3. 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? ☐ Yes ☐ No			
Distance of Food Establishment from University: ☐ within 10 miles ☐ 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.

- ☐ Disposable gloves
☐ Aprons
☐ Hair nets or hats

- ☐ Food thermometer
☐ Serving utensils
☐ Disposable utensils

- ☐ Handwashing location: _____
☐ Other: _____

Signature of Event Organizer:

EH&S Review/Comment

EH&S Comments:

Reviewed by:		Phone:	Date:
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