

Department of Student Engagement Food Release Form

Event Information

Organization Name

Day, Date & Time of Event

Event Title

Location of Event

Food & Vendor Information

Food Release Forms must be submitted three business days in advance. Forms that are not submitted three days in advance may not be approved.

It is our club/organization's intent to bring in food purchased or donated from local retail grocers, restaurants, or other such businesses. We do not hold the Brandeis University and/or Department of Student Engagement liable for any food products from outside vendors that could cause possible illness to any of our event participants. We do not hold Brandeis University and/or Department of Student Engagement responsible for any of the setup or clean up of our event, unless custodial services is requested. We understand that the utensils, ice, and etc. are the responsibility of our department/organization.

The type of food that will be brought in is (mark all that apply):

- ☐ Pre Packaged (Hannaford's, Star Market/Shaw's, Market Basket, BJ's, Costco, Amazon, etc.)
- ☐ Outside Restaurant or Caterer

Vendor(s):

Food(s):

Will there be alcoholic beverages?

☐ Yes ☐ No

Alcohol license must be obtained (i.e., vendor with serving license). Issuance of an alcohol license automatically triggers the requirement for a minimum of one police officer, regardless of the type or size of the event.

Is your event open to the public?

☐ Yes ☐ No

If your organization's event is open to the public (members outside of your department/organization).

All events are required to adhere to universal food serving guidelines to ensure the safe, sanitary, and responsible handling and distribution of food. Event organizers are responsible for following all applicable guidelines and procedures when serving food at events, including proper food preparation, storage, temperature control, and service practices.

By signing below, you agree to the terms listed above and acknowledge that the answers provided are true and correct to the best of your knowledge.

Signature

Organization Officer Name

Organization Officer Signature and Date