

Non-CBU Food Vendor Request

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) 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 Desiree Soto Email: dsoto@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 Foodservice: _____ 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: _____