

CSU BAKESALE FORM

To host a bakesale on the 7th floor of the Hall building or at the CSU mezzanine information tables, please visit booking.csu.qc.ca to reserve a location. **Attach this form to your online reservation.**

RULES

Only lower risk food items (refer to Definitions) may be served/sold at these locations.

Uses of appliances, including coffee percolators are not allowed onsite.

All food items must be covered (plastic wrap) to avoid contamination.

Label all items to be served/sold and follow the procedure on how to handle food described in the Food Waiver.

The Food Waiver is available at www.concordia.ca/hospitality/event-planning.html

DEFINITIONS

Lower Risk Foods are foods that pathogens have trouble surviving in because they are drier, have a high sugar or salt content, or are more acidic. These foods do not need to be kept hot or cold (ex: cakes (except cheesecake or cream/dairy filled cakes), fruit pies, tarts, breads, candies, popcorns, chocolates, fudge, and brownies).

Higher Risk Foods are foods that can support the growth of pathogens and/or foods that have been associated with causing food borne illness. These foods must be kept and served hot or cold (ex: cheesecake, pumpkin and meringue pies, frostings or fillings with cream cheese, custards, whipped cream or cheese, samosas, rice, cooked vegetables, tofu, sprouted grains, dairy and meat products).

General Information

Organization _____

Booking Officer _____

Telephone _____

Email Address _____

Requested Location: 7th floor bakesale space Mezzanine info booth

Date of Event _____ Time _____

Will you have a cash box on site? Yes No

If yes, approximately how much money do you expect to receive or have in that box? _____

Who will benefit from the profits?

Will there be a physical transfer of monies? Yes No

If so, where and by whom?

Person: _____

Location: _____

How many volunteers will be on the site at all times? _____

Please describe in detail all food items that will be sold/served.

Event Description

I, the Signee, being a duly authorized representative of the Event Organizer, hereby assume full and complete responsibility for:

1. ensuring that the Concordia University Procedures for Sale or Service of Food are adhered to;
2. cleaning the Event Location and discarding the trash at the end of the aforementioned Event;
3. any complaint or health problem arising from the sale or service of food at the aforementioned Event.

I have read and agree to the terms and conditions

Signature _____

Date _____