

# CSU BAKESALE FORM

1455 de Maisonneuve Blvd W, H-711  
Montréal, QC H3G 1M8  
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www.csu.qc.ca



To host a bakesale on the CSU mezzanine information tables, please email [contactus.csu.qc.ca](mailto:contactus.csu.qc.ca) and include this form.

## RULES

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

Uses of appliances, including coffee percolators and kettles, are not allowed onsite. We recommend the use of insulated beverage dispenser to serve hot beverages.

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/policies-forms-waivers](http://www.concordia.ca/hospitality/event-planning/policies-forms-waivers)

## 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, meats, **samosas**, rice, cooked vegetables, tofu, sprouted grains and dairy products).

## GENERAL INFORMATION

Organization \_\_\_\_\_

Booking Officer \_\_\_\_\_

Telephone \_\_\_\_\_

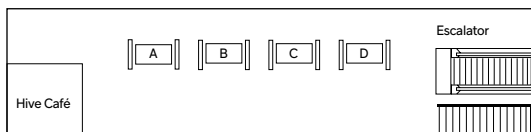
Email Address \_\_\_\_\_

Please describe in detail all the food items that will be sold/served. Be as specific as possible. **An incomplete list or one with vague food descriptions will not be sufficient for us to process your request.**

## EVENT DESCRIPTION

Table Requested:

- Table A
- Table B
- Table C
- Table D



Date(s) of Event: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_ (Between 7AM-11PM)  
Start Finish

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?  
\_\_\_\_\_

Theft prevention: Do you have a safe process for storing, handling, and transferring cash?  Yes  No

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

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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 \_\_\_\_\_