



REQUEST TO HOLD A POTLUCK ON CAMPUS

*This form must be completed and submitted to the Food Services office
by email (ahussain@yorku.ca) or fax (416-736-5879)
at least 7 days prior to the event*

Name of Organization: _____

Date of Event: _____ **Time:** _____ **Location:** _____

Purpose: _____

By signing below, the organization agrees that it will:

1. maintain a **list** (Appendix A) of all persons who donate food for the event and provide that list upon request to a public health inspector or York University official. The list must contain each person's name, address and telephone number in full, and a list of ingredients.
2. post the attached **written notice** (Appendix B) in a conspicuous place indicating whether the premises from where the originated have been inspected by a public health inspector; and
3. comply with the guidelines for holding a potluck event.

The organization further agrees that it will keep and handle hazardous food at the temperatures required by law. Hazardous foods are generally those that contain raw eggs, dairy products, meat, poultry and fish. For example, cakes/pastries with whipped cream, cheese or synthetic cream fillings, dairy products (e.g. milk, cream, cheese, yogurt), and food containing raw eggs as ingredients (e.g. custards, salads, fresh or processed meat, sausages). The *Health Protection and Promotion Act* requires hazardous food to be maintained, stored, transported, displayed, sold and offered for sale only when the internal temperature of the food is 60 degrees Celsius or higher 4 degrees Celsius or lower.

The organization's executive officers are personally responsible for all liabilities, claims, losses, damages, costs and expenses, including reasonable legal fees and disbursements, arising from the bake sale.

ACKNOWLEDGED AND AGREED TO on _____ (date)

Signature of requestor with signing authority: _____

Print Name and Title: _____

E-Mail Address: _____

Potluck Donation List

All persons who donate food must be listed below. This list must be provided to a public health inspector or York University official upon request. Ingredient lists may be provided on a separate sheet of paper and attached to this list.

Name	Address	Telephone Number	Item Donated	Ingredients

NOTICE

The food items were prepared in premises that were:

NOT inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90, Health Protection and Promotion Act.*

Inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90, Health Protection and Promotion Act.*