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 Bake Sale

Your package contains:

�x Queen’s Food Service Request Form
�x Hand Washing Procedures
�x Special Events Application (Link Provided)
�x Special Events Checklist from KFL&A Public Health (Link Provided)
�x NOTE: The Special Events Application must be filled out. This form will be faxed
from our office to the KFL&A Public Health Office for their approval. Reply may
take several days and approval must be granted in order to qualify your event.
Without approval from the KFL&A Public Health Office your request will not be
granted.

While the need for fundraising activities is understood, bake sales are limited to
baked goods/pre -packaged items and should not include coffee, juices, etc.

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Queen’s University Food Service Request Form
Return
to the Hospitality Services Office
Victoria Hall, E022, Queen’s University
Tel 613 533
2953
Fax 6137533
6665
NOTE
EVENT INFORMATION
Type of Request (please check one)

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1.

This form must be completed at least two weeks in advance of the event. 2. This procedure applies to all events at which any food items are offered. 3. No on
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campus advertising for the event may occur until the Director , Business Development and Communications of Student Affairs and Housing & Ancillary Services has given approval
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4. Applications are subject to restrictions on space availability and the University commercial commitment. 5. A waste collection plan must be confirmed with Facilities before approval can be granted.
SPONSOR / CONTACT INF ORMATION
Name & Email (please print)
Address Postal Code Telephone (during the day)
I have read this document and understand that I am responsible for running this event under the regulations set forth by the University and in accordance with the guidelines distributed by the Residence & Food Services office and the KFL&A Public Health Office . Bake Saleirg‘Health regulations on bake sales Hand Washing ir‘Catereri‘Copy of caterer’s insurance ir‘Potluckir‘Copy of guidelines Signature______________________________irgrSPDate_______________ir REFERENCEir(for office use only)