

UC IRVINE EVENT ORGANIZER APPLICATION

This application shall be submitted 21 days prior to event to EH&S for review and approval. An Organizer Application is required for events with 2 or more food vendors.

Name of Event Today's Date

Reservation ID #

Location of Event on Campus

Date of the Event Event Hours Start/End Times

Number of Food Booths Number of Food Trucks

ORGANIZATION INFORMATION

Name of Organization

Name of Authorized Signer

Authorized Signer Email Phone #

ITEMS REQUIRED

- Applications – Temporary Food Permit applications (one) for each temporary food booth listed.
- Site Plan – Provide a site plan map indicating the location of all food vendors, restrooms, and wastewater disposal area.
- Food Vendor List (Food Booth + Mobile Food Trucks) – Submit the attached list of all food vendors for the event (attach more pages as needed).

ADDITIONAL INFORMATION

Estimated Crowd Size

Restrooms Available: Y N Location:

Electricity Supplied/Available for Food Booths: Y N Some (indicate spaces):

ONSITE EVENT COORDINATOR NAME AND PHONE NUMBER

Event Organizer Signature Date

For Office Use Only

EHS Food Safety Program Signature Approved Declined

Fire Safety Program Signature Approved Declined

Comments:

Event Food Vendor List

Event Name

Number of Food Vendors

Food Trucks: If the food vendor is a vehicle, it must be permitted by UCI Dining Services prior to operation.

Assigned Number on Site Plan	Name of Organization or Food Vendor	Contact Name	Main Food Item	For Office Use Only
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Site Map of the Event

- Site Map shall be provided by Student Center & Events Services
- Site Map shall be provided by Applicant 1 week prior to the event and will include: food vendors, site location (provide name of nearby buildings and/or streets), restrooms, and wastewater disposal area.