Hamilton College Food Policy for Special Events

All food service on campus must be prepared and served in accordance with Oneida County and the State of New York rules and regulations. This includes:

a) Food items prepared in a licensed kitchen such as a supermarket or "take out" restaurant food.

OR

b) Food items prepared in either an on-campus or home kitchen.

Guidelines for Food Preparation

1. Any food brought onto campus that is not prepared by an Oneida County Health certificate holder (restaurant or caterer) will be the responsibility of the client with respect to sanitary preparation, maintaining proper temperature control and insuring measures to prevent food borne illness.

2. All groups preparing food must post the attached disclaimer (re food allergies) on a site near the food buffet or table service.

3. FDA guidelines recommend that heated or reheated foods be served within a **one** hour timeframe after removal from heat or cooling service.

4. It is recommended that groups use chafing dishes for hot foods. You may call Catering x4985 or Taylor Rental 736-3232 to arrange for this type of dish. Hot food must be kept at **145 degrees or higher** and cold food should be at **45 degrees or lower.**

5. **Please Note**: When preparing or serving foods, it is recommended that you wear disposable gloves at all times. These are located at Backus House and also available thru the college food service provider.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE OFFICE OF AUXILIARY SERVICES 48 HOURS BEFORE THE SCHEDULED EVENT

Food Waiver Information Sheet

Due 48 hrs prior to event date

Customer Information:
Name of Individual or Organization Hosting Event: _____

Contact Number / Email: _____

Event Information:
Type of Event: _____ Location: _____

Date of Event: _____ Event Time: _____Serving time:_____

Food & Beverage Information:
What food & beverage will be served? Please be specific. (You may attach recipes or restaurant menus with items circled.)

Where will food & beverage be prepared? _____

Where will food & beverage be purchased? (Please list grocery store, restaurant or other food retail location)

_____

Will you be using chafing dishes? Yes No
(If not, please be aware that prepared food must be served within a **one** hour time frame.)

Who will be serving the food/ beverages?

As an authorized representative of the organization listed above, I will be responsible for serving food and beverage in compliance with the regulations listed above. I will submit any necessary forms, receipts or information required to the Office of Auxiliary Services upon request. Misrepresentation of the nature of the food service, or failure to disclose fully pertinent details regarding food service may result in additional clean up charges or denial of facility use.

Signature _____ Date _____

Please post near or by buffet or table where menu items will be served :

Dining guests should be aware that the menu items served here may contain ingredients that are known allergens (i.e honey, nuts or nut residues, tropical oils, etc .)

This food is either restaurant take-out food or non-commercially prepared food. Detailed ingredient lists are not available.

If you have food allergies, please consider an alternate dining option.