TEMPORARY FOOD SERVICES PERMIT

*****************************************************************************

***All temporary food outlets on the HKUST campus must be under the sponsorship of an authorized campus entity (e.g. dept., unit or organization). Organizations wishing to undertake to distribute or sell foods to the general public at special events on HKUST campus must obtain approval through the Health, Safety and Environment Office

1. SPONSOR / RESPONSIBLE DEPARTMENT'S INFORMATION

Sponsor: 
Address: 
Representative: Tel. No.: 
Responsible Department: Tel. No.: 
Representative: Signature: 

2. EVENT

Name: 
Location: 
Date: Time: 
Estimate No. of people to be served: 

3. FOOD SUPPLIER / DISTRIBUTOR'S INFORMATION

Campus Facility: 
Manager: Tel. No.: 
Off Campus Facility: 
Manager: Tel. No.: 
Address: 
Food Business Reg. No. (if any): 
Food Preparation Location: 
Previous Distribution Record within HKUST: Yes: Date: No: 

4. LIST OF FOOD ITEMS TO BE SERVED

<table>
<thead>
<tr>
<th>Food Items Details</th>
<th>Type*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please enter: ‘1’ for Hot Food  ‘2’ for Cold Food  ‘3’ for Pre-packed Food  ‘4’ Other (Pls. specify)

Provide a brief description of provisions for storage and/or transportation of food items:

________________________________________________________________________
________________________________________________________________________

5. CLEAN-UP INFORMATION

Describe provisions for clean-up and disposal of garbage:

________________________________________________________________________
________________________________________________________________________

I have read the HKUST Safe Food Handling Guidelines including the General Health and Safety Guidelines for Holding Public Event/Activity on Campus

Sponsor's Signature: Date: 

This form must be completed and returned to HSEO no later than ten working days prior to the event. This signed form, indicating approval, must be displayed at the food dispensing area throughout the duration of the event.

6. HSEO APPROVAL

Approved: □ □ Denied: □ □ Date: 

Approved By: Signature: 

Remarks: 

This form can be obtained in PDF format at www.ab.ust.hk/hseo/htm#form

Rev. Nov07