Is a TEMPORARY FOOD SERVICE PERMIT required for my event?

**YES**

MUST apply for a permit (when ALL of these are true)

- Food prepared or provided
  - Perishable or prepared foods **NOT provided by** UW-HFS or an authorized vendor/caterer

- Event organizer, sponsor, or host
  - Event is sponsored, organized or hosted by University Students, facility, staff, or University organizations such as the Student Organization.

- Location
  - Event held on UW property.

- Attendees
  - Event open to the UW community and/or the general public.

- Media used to promote event
  - Event information was communicated or advertised in any public media (posters/flyers, social media, etc.).

**NO**

Do NOT need to apply for a permit (if any ONE of these are true)

- Food prepared or provided
  - ONLY foods prepared by UW Housing & Food Services or an authorized vendor/caterer

- Event organizer, sponsor, or host
  - Event is NOT sponsored, organized or hosted by University-affiliated person or group.

- Location
  - Event is NOT held on UW property.

- Attendees
  - The UW community or the general public is NOT invited and will not attend the event.

- Media used to promote event
  - Event was NOT communicated or advertised in any public media.

**ONLY non-perishable, commercially prepared and pre-packaged foods or no food provided**

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