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
- 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 or the general public?
- Media used to promote: Event 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)

- Only foods prepared by UW Housing & Food Services or an authorized vendor/caterer
- Event is NOT sponsored, organized or hosted by University-affiliated person or group
- Event NOT held on UW property?
- The UW community or the general public is not invited and will not attend the event.
- Event WAS NOT communicated or advertised in any public media

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