

CITY OF COCOA FACILITY USE – Food Waiver Request

This food waiver request must be completed in its entirety. Incomplete requests will be returned to the Organization/Applicant (the "Organization") and may delay approval. Shaded area is for City Staff.

Organization / Applicant's Name: _____

Address: _____

Contact Person: _____ Phone #: _____

EVENT DETAILS

Type / Name of Event: _____

Description of Event: _____

City Facility Requested: _____ Date of Event: _____

FOOD FOR EVENTS

A licensed and insured caterer **MUST** be used for all food **SERVED** at your event. A copy of your insured caterer's license must be on file ONE (1) month prior to your event. If a caterer is not used, the food must be served from furnished trays (Publix, etc.).

However, the City of Cocoa (the "City") recognizes that occasionally events have special circumstances in which catering options do not meet the needs of the event. These special circumstances may include certain non-profit charity functions running fund raising events and private groups having a "potluck" party wherein the group members bring in food to share with other group members. In such cases, the City **MAY** permit the Organization to serve Non-Catered Food (where individual members of the Organization brings in a food item). Under no circumstances will the City allow events consisting of greater than one hundred (100) people to serve Non-Catered Food.

If the City allows the Organization to provide Non-Catered Food, the Organization hereby warrants and confirms that the information contained within, to the best of the Organization's knowledge, is true and correct, and further certifies that the Organization and each individual bringing in Non-Catered Food has read the USDA food and safety inspection service flier, *7 Food Safety Steps for Successful Community Meals*, which accompanies this form. Furthermore, if the City allows the Organization to provide Non-Catered Food, the Organization agrees to indemnify the City (as described below).

UNDER NO CIRCUMSTANCES MAY THE ORGANIZATION BRING IN ALCOHOL, OTHER THAN AS DESCRIBED IN THE CITY OF COCOA FACILITY USE APPLICATION AND AGREEMENT.

NON-CATERED FOOD INDEMNIFICATION / HOLD HARMLESS AGREEMENT

The Organization agrees to and will at all times indemnify, save and hold the City, and its officers, employees, attorneys and agents through all appellate proceedings harmless from any and all liability, claims, demands, disputes, damages, costs, attorneys' fees and expenses, incurred by the City and its officers, employees, attorneys and agents as a result, directly or indirectly, resulting from the preparation and/or service of any food or beverage at the event by the Organization and its members, guests, visitors, spectators, and participants.

By signing below, the Organization understands and agrees to use the information included in the *7 Food Safety Steps for Successful Community Meals* flier to help ensure safe preparation and handling of food at the event. The Organization understands and agrees that the completion of this application shall not be binding until accepted by the City of Cocoa's City Manager or his/her designee.

Printed Name:		Signature	Date
NAME OF THE EVENT:		DATE OF EVENT:	
Accepting Staff Signature	Date	Accepted Signed Copy Provided to Applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No