

## Outside Food Request Form

Date of Request: \_\_\_\_\_

Customer/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Day and Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number in Party: \_\_\_\_\_

Product(s): \_\_\_\_\_

Key Ingredients: \_\_\_\_\_

Common Allergens:  Eggs  Soybeans  
 Milk  Wheat Products  
 Peanuts  Seafood  
 Tree nuts (walnuts, almonds, etc.)  Shellfish (shrimp, lobster, etc.)

Storage Requirements: \_\_\_\_\_

Service Instructions: \_\_\_\_\_

Vendor/Source: \_\_\_\_\_ Telephone of Vendor/Source: \_\_\_\_\_

Address of Vendor/Source: \_\_\_\_\_

I assume responsibility for any contamination of the product or any illness to customers (my guests) who consume the food described above.

Signature: \_\_\_\_\_



## Outside Food Request Form

***Manager Use Only***

Temperature Controlled for Safety ingredients and common allergens in foods:

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Customer Notified:  Yes  No

Request Approved:  Yes  No

Liability Communicated:  Yes  No

Staff Involved Notified:  Yes  No