

**Cook-Off
&
Bake Fiesta
Forms
2009**

2009 Frontier Fiesta Cook-Off Registration Form

To register and reserve your site for the Cook-Off, please complete the following information and submit all required forms and fees to the Frontier Fiesta Association no later than **6:00pm on March 6th, 2009.**

Team Name _____

Chief Cook Information

Name _____
Address _____
City _____ **State** _____ **Zip Code** _____
Phone #1 _____ **Phone #2** _____
E-mail _____

Secondary Contact Information

Name _____
Address _____
City _____ **State** _____ **Zip Code** _____
Phone #1 _____ **Phone #2** _____
E-mail _____

New Team? Yes ___ or No ___ **Referred by (Team or Person)** _____

Our team will compete in the following categories for 2009 Frontier Fiesta Cook-Off:

- | | |
|----------------------------------|----------------------------------|
| <input type="checkbox"/> Beans | <input type="checkbox"/> Chili |
| <input type="checkbox"/> Brisket | <input type="checkbox"/> Chicken |
| <input type="checkbox"/> Ribs | <input type="checkbox"/> Fajita |

Our team needs:

_____ site fee	x	\$250.00 (Registration) =	_____
_____ site(s) security deposit	x	\$50.00	= _____
_____ additional electrical boxes	x	\$60.00	= _____

Make checks payable to: **University of Houston** **Total payment due:** _____

***Registration** is \$300.00 (\$250.00 site fee and \$50.00 security deposit). The site size is 40' x 40'.
 Each site is equipped with one twenty amp electrical quad box for power.

The following forms must be initialed/signed/dated and included with the registration:

- Alcohol Permit Request Food Permit Liability Waiver Theft and Damage Waiver Open Flame Permit

ALL FORMS AND FEES ARE DUE BY 6:00pm on MARCH 6th, 2009.

QUESTIONS? Please contact Tierney Terrell at (713) 743-5181 or taterrell@uh.edu.

To be completed by a Campus Activities employee:

Received By _____ Date Received _____
 Check # _____ Check Amount _____
 Copy of Payment Attached _____ Time Received _____

2009 Frontier Fiesta Bake Fiesta Registration Form

To register for the Bake Fiesta, please complete the following information and submit all required forms to the Frontier Fiesta Association no later than **6:00pm** on **March 6th, 2009**.

Team Name _____

Contact Information

Name _____

Address _____

City _____ **State** _____ **Zip Code** _____

Phone #1 _____ **Phone #2** _____

E-mail _____

I am entering the following categories in the Bake Fiesta competition:

Category	Entry Title (e.g. Jane Doe's Famous Raisin Nut Bread)
Cakes	
Pies	
Cookies	
Specialty Desserts	

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To be completed by a Campus Activities employee:

Received By _____ Date Received _____

Check # _____ Check Amount _____

Copy of Payment Attached _____ Time Received _____

2009 Frontier Fiesta Chair, Table and Portable Toilet Rental Form

The Frontier Fiesta Association has folding chairs and six-foot tables available for rent. To reserve chairs and tables through the Frontier Fiesta Association, please complete the following information and submit payment to the Frontier Fiesta Association no later than **6:00pm on March 6th, 2009**.

Group or Organization _____

Name _____

Address _____

City _____ **State** _____ **Zip Code** _____

Phone #1 _____ **Phone #2** _____

E-mail _____

# of Chairs Requested	Cost per Chair	Total Cost
	x \$2.00	=

# of Tables Requested	Cost per Table	Total Cost
	x \$12.00	=

# of Regular Toilets Requested	Cost per toilet	Total Cost
	X \$100.00	=

# of Handicapped Toilets Requested	Cost per toilet	Total Cost
	x \$150.00	=

Total Charge
=

Enclosed is a check for _____ for the amount of chairs, tables, and toilets requested.
Checks must be made payable to: **University of Houston**

Reserved chairs, tables and portable toilets will be delivered beginning Wednesday, **March 25, 2009**. Chairs and tables **must be returned** before 5:00 pm on Sunday, **March 29, 2009**. Groups that fail to return chairs and tables by 5:00 pm on Sunday, **March 29, 2009**, will lose the site security deposit. The replacement cost of any unreturned or damaged items is the responsibility of the renting organization.

initials

ALL FORMS AND FEES ARE DUE BY 6:00pm on MARCH 6th, 2009.
QUESTIONS? Please contact Tierney Terrell at (713) 743-5181 or taterrell@uh.edu.

To be completed by a Campus Activities employee:

Date Received _____	Time Received _____
Check # _____	Check Amount _____
Received by _____	Copy of Payment Attached _____

Waiver of Indemnification

One form for each group.

Theft/Damage:

The Frontier Fiesta Association and the University of Houston will not assume any responsibility for the safety and security of any property brought onto the Fiesta City site before, during or after the event. Damage or theft to any property brought onto the Fiesta City Site shall be the sole responsibility of the organization or individual responsible for bringing the property onto the site.

Liability:

The Frontier Fiesta Association and the University of Houston will not assume any responsibility for the safety of any person on the Fiesta City site before, during or after the event. Harm to any person on the Fiesta City Site shall be the sole responsibility of the organization or individual.

Group Name

Group Representative Name (please print)

Group Representative Signature

Date

Frontier Fiesta Association Chairman

Date

ALL FORMS AND FEES ARE DUE BY 6:00pm on MARCH 6th, 2009.

QUESTIONS? Please contact Tierney Terrell at (713) 743-5181 or taterrell@uh.edu.

To be completed by a Campus Activities employee:

Date Received _____

Time Received _____

Check # _____

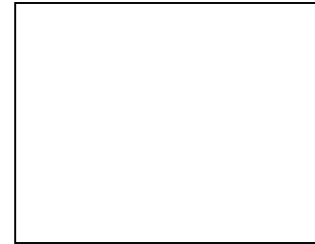
Check Amount _____

Received by _____

Copy of Payment Attached _____



**UNIVERSITY OF HOUSTON
 DEPARTMENT OF PUBLIC SAFETY
 3859 WHEELER ROOM 107
 HOUSTON, TEXAS 77204-6191
 MAIN #: (713) 743-5861
 FAX: (713) 743-5169**



TEMPORARY FOOD DEALER'S PERMIT/REQUEST FORM

1. ORGANIZATION NAME: _____
 ADDRESS: _____
 RESPONSIBLE PARTY: _____ TELEPHONE: _____

2. LOCATION WHERE THE FOOD OPERATION WILL OCCUR: _____

3. HAS ORGANIZATION MADE SITE RESERVATION? YES _____ NO _____ N/A _____

4. LIST ALL FOOD ITEMS TO BE SERVED: _____

5. WHERE AND WHAT MANNER WILL THE FOOD ITEMS BE PREPARED? _____

6. WHERE AND IN WHAT MANNER WILL THE FOOD ITEMS BE STORED? _____

7. WHAT ARRANGEMENTS HAVE BEEN MADE FOR THE DISPOSAL OF ALL RUBBISH, TRASH,
 AND GARBAGE ASSOCIATED WITH THE FOOD
 OPERATION? _____

8. WHAT IS THE PURPOSE OF THIS ACTIVITY? _____

9. DATE OF ACTIVITY: _____ TIME OF ACTIVITY: _____

10. WILL THE FOOD OPERATION REQUIRE THE USE OF AN OPEN GRILL, BAR-B-QUE PIT,
 STERNO, OR SIMILAR FUELS? YES _____ NO _____

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE POLICIES, PROCEDURES, AND
 GUIDELINES WHICH ADDRESS THE USAGE OF THE TEMPORARY FOOD DEALER'S PERMIT.

REQUESTING SIGNATURE: _____

DATE: _____

ISSUED BY: DEPARTMENT OF PUBLIC SAFETY FIRE MARSHAL'S OFFICE

ISSUER'S SIGNATURE: _____

DATE: _____

UNIVERSITY OF HOUSTON DEPARTMENT OF PUBLIC SAFETY FIRE MARSHAL'S OFFICE

TEMPORARY FOOD DEALERS POLICIES AND PROCEDURES

1. All outside caterers or contractors providing food for sale at the University of Houston, must be in possession of a valid Food Permit issued by the City of Houston, Harris County or the State of Texas and must also employ a Certified Food Service Manager.
2. Faculty, staff or students intending to use a caterer or an outside contractor to cater an event on campus must, follow all rules and regulations mandated by the Department of Public Safety Fire Marshal's Office (FMO).
3. Faculty, staff or students shall submit a request for a Temporary Food Dealer's Permit at least five working days prior to the proposed event.
4. Temporary Food Dealer's Permits expires upon completion of event. *If the event is forced to be postponed please contact the FMO for a permit extension.
5. Faculty, staff and students providing food service establishments on campus, shall comply with the requirements of the Texas Department of Health, Rules on Food Service Sanitation, Section 229.170 and the City of Houston Ordinance, Article II Chapter 20. Failure to comply with these rules and regulations will result in the revocation of the Temporary Food Dealer's Permit and appropriate disciplinary action.
6. There are some restricted operations and the University of Houston may impose additional requirements to protect against health hazards related to the conduct of the temporary food dealer. Also, the University may prohibit the sale of some or all potentially hazardous foods.
7. Those temporary food establishments planning to use barbecue pits, reheating or hot holding devices that require an open flame, must obtain an Open-flame Permit from the FMO.

REQUIREMENTS FOR TEMPORARY FOOD DEALERS

Each food stand or booth temporarily selling food at the University of Houston requires a Temporary Food Dealer's Permit. Permits are issued by the Safety Specialist of the Department of Public Safety Fire Marshal's Office (FMO). Permits are available at the FMO Office, Room 107, University Police Department.

The following list identifies guidelines that must be met while operating a temporary food establishment. If you have any questions, contact the Safety Specialist, FMO, at extension 713-743-5861.

Food and Food Preparation:

1. Food shall be obtained from approved sources and be in sound condition. Ice used for human consumption must be from an approved source and held in bags until used and dispensed properly. Do not store any food in contact with water, cubed ice, or ice intended for human consumption.
2. Meat and poultry products shall be cooked to the following minimal internal temperatures: poultry – 165 degrees F, ground meats and pork – 155 degrees F, and other meats – 145 degrees F.
3. Potentially hazardous foods (e.g. foods which consist in whole or in part of meat, poultry, seafood, dairy, cooked beans, rice, potatoes, or pasta, etc.) must be maintained at one hundred forty (140) degrees F or greater than or equal to forty one (41) degrees F or below.
4. Properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods.
5. Potentially hazardous foods needing to be reheated prior to the start of the event must be done rapidly to one hundred sixty-five (165) degrees F or above for at least 15 seconds. Microwave oven, conventional oven, stove, or electric skillet may be used. Crock pots, chafing dishes, or food warmers cannot be used to rapidly reheat foods.
6. Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.

Equipment:

1. Food contact surfaces of equipment shall be protected from contamination by consumers using separating counters, tables, sneeze guards, etc.
2. Provide only single-service articles (e.g. plastic knives, forks, and spoons) to consumers.
3. Provide three containers (large enough to completely immerse the largest utensil) for utensil washing with the following contents:
 - Container number one – portable water and soap mixture
 - Container number two – clean potable water
 - Container number three – sanitation solution: 2 caps full of bleach to 1 gallon of water.
4. Utensils, including ice scoops, shall be provided to minimize the handling of food.

Personal Hygiene:

1. Provide potable water, soap, and paper towels for hand washing. Potable water must be kept in a clean gravity type dispenser (e.g., ice chest with spigot or five gallon water jug with spigot). Provide a catch basin for falling wastewater.
2. Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections which may transmit food borne illness.

3. All individuals working in the booth shall wear an effective hair restraint (e.g., ball cap, hairnet, scarf, etc.). In addition, those individuals with hair past their shoulders shall put it back or wear it under the hair restraint.
4. Do not eat, drink, or smoke inside the food prep area.

Toilet Facilities and Waste Disposal:

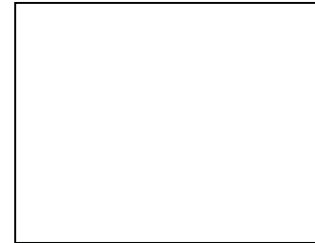
1. Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of properly. Facilities in immediately adjacent UH buildings are acceptable if such buildings are unlocked and available for use.
2. Covered containers for refuse and garbage shall be provided.

Booth Construction:

1. Provide a ceiling in food preparation and service areas (wood, canvas, or other material that protects the interior of the establishment from weather and other potential contaminating agents.)
2. Dust shall be controlled. Floors shall be constructed of concrete, asphalt, tight wood, tarps, outdoor carpet, or the cleanable material approved by the health authority.
3. Pests (flies, roaches, or rodents) shall be controlled. Doors, walls, screening, and other measures may be required when necessary to restrict entrance of flying insects.



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OPEN FLAME PERMIT

PERMIT MUST BE OBTAINED FOR THE USE OF ANY DEVICE REQUIRING AN OPEN FLAME

ORGANIZATION NAME: _____

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____ TIME: _____ TO: _____

RESPONSIBLE PARTY: _____

CAMPUS PHONE: _____ HOME PHONE: _____

PROPOSED OPEN FLAME DEVICE: _____

PERMIT MUST BE POSTED ON-SITE OR REMAIN AT THE LOCATION WITH A RESPONSIBLE PARTY DURING THE TIME OF THE EVENT.

PERMIT MUST BE POSTED ON-SITE OR REMAIN AT THE LOCATION WITH A RESPONSIBLE PARTY DURING THE TIME OF THE EVENT.
 IF PERMIT INVOLVES COOKING, ALL ADJACENT AREAS TO WHICH SPARKS OR HEAT MIGHT SPREAD MUST BE INSPECTED AT LEAST 30 MINUTES AFTER THE EVENT IS OVER.
 SECURITY OFFICE FIRE EXTINGUISHERS MUST BE RETURNED AFTER THE EVENT IS OVER OR THE FOLLOWING BUSINESS DAY.
 IN THE EVENT OF A FIRE OR OTHER EMERGENCY, DIAL 911, AND CONTACT UHPD DISPATCH AT 713/743-0600 OR THE FIRE MARSHAL'S OFFICE AT 713/743-5866. NOTE: UHPD CALL BOXES ARE LOCATED AT VARIOUS LOCATIONS THROUGHOUT CAMPUS.

ALL OPERATIONS ARE SUBJECT TO INSPECTION AND POSSIBLE CORRECTIVE ACTION.

I UNDERSTAND AND AGREE TO ABIDE BY THE PROCEDURES AND GUIDELINES WHICH ADDRESS THE USAGE OF THE OPEN FLAME PERMIT.

RESPONSIBLE PARTY SIGNATURE: _____ DATE: _____

ISSUED BY FIRE MARSHAL'S OFFICE OFFICER:

FMO FIRE EXTINGUISHER S/N: _____

APPROVAL SIGNATURE: _____ DATE _____

PERMIT EXPIRES: _____
 (Date/Time)

University of Houston
Department of Public Safety Fire Marshal's Office
3869 Wheeler Houston Texas 77204
(713) 743-1635 Fax (713) 743-5169

Vendor Tent Permit

Contractor Information:

Name of company: _____

Address of company: _____

Telephone number: _____

Alternant telephone (Cell): _____ Fax Number: _____

Worksite Information:

Location of tent: _____

Size of tent: _____

Tent installation date: _____

How will tent be secured? _____

Will there be a floor in the tent? Yes _____ No _____

Will there be any open flames used inside the tent? Yes _____ No _____

Will there be a generator used with the tent? Yes _____ No _____

How long will the tent be at this location? _____

Did you receive a copy of the University's Policy on Tents? Yes _____ No _____

I have read the Policy on Tents and understand the information and agree to abide by the policy set forth. I further understand that all Tent Permits are subject to inspection and possible corrective action.

Print Name (vendor)

Sign Name (vendor)

Completed by Fire Marshal's Office:

Permit Expires: _____
Date

Issued By: _____

University of Houston

Registration of Alcoholic Beverage Distribution

Dean of Students Office

NOTE: This form must be completed and returned to the Dean of Students Office (University Center, Room 252) *at least fifteen (15) business days in advance of the event* for which alcohol is being served in order to give adequate time for processing.

1. Date form submitted _____

2. Name of individual, organization, department registering alcohol use

Affiliation (please check)

- Student organization. Advisor's name _____
Is this a registered student organization with the Department of Campus Activities? Yes No
- University department/entity. Vice President/Dean/Chairperson/Manager _____
- Not affiliated with the University (off-campus individual or group)

3. Name and description of function at which you are serving alcoholic beverages

4. Weekday _____ Calendar date _____ Starting time _____ Time ending _____

5. Location of Event _____

a. Has this location been reserved through the UC Reservations Office?

- Yes No Not applicable

b. Has an alternate location been arranged in case of rain?

- Yes No Not applicable

If yes, what location? _____

6. Expected attendance (#) _____ (**NOTE:** The University may require that you have University police officers present, at your expense, at events where alcohol is served. Factors to be considered include expected attendance, amount of alcohol to be served, and group's previous events. University of Houston Police Department needs to be contacted *at least fifteen (15) business days* in advance of the event.)

7. To whom is the event open? (please check)

- members of the organization/entity serving the alcohol
- members and their invited guests
- the public in general
- the University community in general
- other target population (please describe)

8. Will persons under lawful drinking age be permitted to attend this event? Yes No
What provisions have you made for ensuring that no alcoholic beverages will be served to/consumed by persons under age?

carding at serving area

Carders 1. _____ 2. _____

carding at door/stamping hands of legal drinkers

having legal drinkers wear wristbands

other _____

9. What alcoholic beverages will be served?

beer

wine

distilled spirits

mixed drinks

other _____

What quantity will be served? _____

Servers 1. _____ 2. _____

10a. Admission charge (if any) _____

10b. Will any portion of the admission charge (if applicable) be used to pay for any portion of the cost for the alcoholic beverages? Yes No

11. Will all alcoholic beverages be available at no charge? Yes No

If no, identify the holder of a valid alcoholic beverage license/permit.

License/Permit #: _____ Name of holder: _____

Attach photocopy of license/permit if using off-campus catering service.

12. Will non-alcoholic soft-drinks be available? Yes No

If yes, list _____

Will there be a charge for these? Yes No

13. Will food items be available? Yes No

If yes, list _____

Will there be a charge for these? Yes No

14. Your name _____ SSN/PeopleSoft # _____

Position/title _____ Telephone # _____

Your Address _____

15. UH Faculty/Staff Advisor, Dean or Chairperson name: _____

UH Address: _____ UH extension #: _____

Will advisor, dean or chairperson named above be attending the event for which this registration is submitted? Yes No

I agree to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages. I have been given a copy of the UH alcohol beverage distribution policy and regulations, and I will make sure that they are enforced. I will have a signed copy of this Registration of Alcoholic Beverage Distribution Form available at the event as proof that it was obtained. I understand that information submitted herein will be relied upon by the UH Dean of Students Office to determine if distribution procedures are being followed. I certify that the information in this registration form is complete and correct. I understand that the submission of false information and/or failure to follow federal, state, and local laws and university policies and procedures are grounds for appropriate disciplinary action. I understand that the Dean of Students' or designate's signature is not confirming room reservation or police request. These must be done separately. I do understand the signature simply reflects an acknowledgement that alcohol is being served according to UH Policy. The University accepts no liability.

Signature of person submitting
request

Date

Dean of Students Office Use Only

_____ Registration Accepted

_____ Registration Rejected

_____ Police Coverage Required

_____ Police Coverage Waived

(See attached Police Request Form)

Additional Restrictions: _____

Date _____ Dean of Students Designate _____

Group Contacted (date) _____ Group pick-up their copy (date)

Print Form

Reset Form