



Temporary Food Stand and Event Policy

The sale or distribution of foods to the general campus community may take place at approved temporary food stands in the lobby areas of UW-Madison owned or leased buildings and on university grounds, subject to the following conditions and procedures:

Application and Food Safety Requirements:

A. Organizations or businesses shall obtain authorization and/or a license from the Environmental & Occupational Health Department (EOH) when they:

- 1) sell food and/or beverages *OR*
- 2) give away or offer unpackaged non-potentially hazardous foods *OR*
- 3) give away or offer packaged potentially hazardous foods

B. All food stand operators and workers shall read and comply with the EOH Temporary Food Stand Requirements available online at <https://www.uhs.wisc.edu/eoh/food-safety/>.

C. All temporary food stands are subject to inspection to confirm compliance with the State of WI Food Code and Temporary Food Stand Requirements.

D. Authorization and/or license must be applied for online at <https://www.uhs.wisc.edu/eoh/food-safety/> at least two weeks prior to the event.

E. Authorization and/or a license is required for each separate stand.

F. The authorization and/or license is issued for a specific building or UW Madison grounds location, organization or business, food and time.

G. Any changes to the application must be pre-approved through EOH.

H. EOH must be notified of cancellations prior to the event.

I. Toilet facilities shall be provided for people who attend your event. Requirements are posted on the EOH website.

Nonprofit and Charitable Organizations:

A. Examples of nonprofit and charitable organizations are: UW-Madison registered student organizations and departments, non UW-Madison nonprofit organizations, and other charitable groups.

B. The cost of authorization is \$5.00 for each day.

C. Nonprofit organizations may be authorized to have a food stand for no more than twelve (12) days per fiscal year for the sale or free distribution of **retail food items**.

- 1) Retail food items are defined by the State of Wisconsin as: soft drinks, ice cream, milk, milk drinks, coffee, tea, ices, confections, pastry items, or food items sold by the weight, count, or piece in individual packages which require further preparation for consumption at another location.

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2) Retail food examples are: canned/bottled soda and juices, individual bags of chips, whole fruit, bagels, doughnuts, and some other foods ordered from an approved licensed food vendor.

D. Nonprofit organizations may be authorized to have a food stand for no more than three (3) days per fiscal year for the sale or free distribution of **meals**.

1) The State of Wisconsin defines meals as: includes but is not limited to sandwiches, individual portions of cured and pickled food sold from bulk containers, hard boiled eggs, hot ready-to-eat soup, or raw or cooked processed foods sold or served in individual portions.

2) Examples of meals include commercially pre-made pizza, sub sandwiches, grilled commercially pre-cooked brats and pre-formed ground beef burgers or pancakes and eggs.

For-Profit Organizations or Businesses:

A. The cost of a license is \$170.00 per fiscal year (limits apply for number of events).

B. EOH accepts temporary and/or mobile restaurant/retail licenses from the Department of Agriculture, Trade, and Consumer Protection (DATCP) and other jurisdictions. Restrictions may apply.

C. If a food vendor does not have a license from DATCP or another jurisdiction, they are required to obtain a license through EOH. Food vendors are required to have their original license posted in the public's view at their stand. Vendors who do not have proof of license will be required to obtain a license from EOH (\$170 required at time of inspection) or cease selling food.

D. Vendors with licenses from DATCP or other jurisdictions shall have a paper copy of their last inspection available while operating. If the vendor cannot produce an inspection report from the current license year, the stand will be charged a \$30 inspection fee and be inspected by EOH. All stands are subject to inspection (and the \$30 inspection fee) to confirm compliance with the State of WI Food Code and Temporary Food Stand Requirements.

E. For-profit organizations or business shall notify the EOH Department at least two weeks before the event. The following information shall be provided to the EOH at the time of notification: name of vendor(s), list of food the vendor will be serving/selling, and a copy of the vendor's license(s) from EOH, DATCP, or another jurisdiction.

F. For-profit organizations and business shall comply with UW-Madison's Risk Management's approved food vendor policies.

License Exemptions:

Authorizations and/or a license may NOT be required for:

A. Distribution of *free* "ready-to-eat, pre-packaged, non-potentially hazardous" food items associated with special events or promotions. Examples of these types of food items include candy bars, individual bags of chips that have been purchased from

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approved licensed vendors. Whole fruits, such as oranges and bananas, are also considered “ready-to-eat”, but are not required to be pre-packaged or individually wrapped.

B. Picnics, luncheons or pot luck parties where food is provided by or purchased by an organization/department sponsors and/or members, and the event is only open to members and limited to 50 participants. Money cannot be taken in exchange for the food and donations cannot be collected.

Other Department Approvals:

Public Health Madison & Dane County

To sell food items on non-university owned or leased property (including State Street Mall and city sidewalks on campus), a food stand permit needs to be obtained from Public Health Madison & Dane County & Madison City Clerk’s Office.

Union and Housing Catering Agreement:

When holding a food event on property owned or leased by the University you shall first contact the Wisconsin Union or University Housing to determine whether they can cater the event.

Risk Management:

If Housing or Wisconsin Union cannot provide food for your event, select an approved vendor from the Office of Risk Management website www.bussvc.wisc.edu/risk_mgt/risk_mgt.html under the “Certificates of Insurance” section. In addition, temporary food stands that involve cooking or grilling are required to have "Special Events Insurance." Information about this insurance is available from the Office of Risk Management, 21 N. Park Street Suite 6101, (608) 262-8926, or at the Risk Management website.

Space Reservations:

The Campus Event Services Office (CESO) assists in planning and coordinating events and campus activities in the Memorial Union, Union South and other campus buildings. It offers event planning, room reservations, food selection, technology and room set-up, and campus facilities and outdoor spaces reservations. CESO does NOT reserve spaces within any University Housing building. For all space requests within University Housing, please use 608-265-9989 or email reserve.space@housing.wisc.edu.

For additional information contact the EOH Office at (608) 890-1992 or eoh@uhs.wisc.edu.

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