



POT LUCK SOCIAL PERMIT APPLICATION

For when your group wants to show off its own culinary expertise by bringing in home-cooking to share!

Instructions

- Please read all terms and conditions prior to completing this form. The Potluck Social Permit Application must be completed by any sponsor that intends to hold a potluck social on University property.
- The sponsor must contact University Event and Meeting Services at least five (5) business days in advance to request space for a potluck social, prior to filling out this form.
- The sponsor must complete this form and have it signed by a representative of their group prior to returning the form to University Event and Meeting Services.
- All parties signing the form as well as University Dining Services will receive a copy of the approved form from University Event and Meeting Services. University Event and Meeting Services will keep the original of this form in their files. All hold harmless clause and insurance documents will be kept by University Dining Services.

Sponsor's Information

Current Date: _____ Sponsor: _____ Phone: _____

Contact Person: _____ Campus E-mail: _____

Event Information

Date of Event: _____ Time of Event: _____ Event Location: _____

Describe any special conditions that may apply (use attachment as necessary to accurately and completely describe):

Terms and Conditions

- **Potluck socials are defined as closed events where no money is exchanged and where homemade food is provided by group members to be consumed by group members.**
- Events open to the general university or public, or advertised to the general university or public, are not potluck socials.
- The sponsor of a potluck social that takes place in a space reserved through University Event and Meeting Services will be required to sign a hold harmless clause with the University; and if not affiliated with the University, provide a certificate of insurance demonstrating the sponsor's ability to meet University insurance requirements.
- The sponsor is granted a limited permit for the distribution of food. This permit may be terminated or cancelled by University at any time, at its sole discretion, without recourse by the sponsor.
- The sponsor must comply with all directives of University authorities.
- The sponsor is solely responsible for the management, preparation, and distribution of its food; including set-up, service, supervision, take-down, clean-up, as well as all financial obligations and liabilities in connection with or necessitated by this permit.
- The sponsor is responsible for providing any and all equipment and personnel necessary to conduct its business.
- The sponsor shall defend, indemnify and hold harmless University, its officers, agents, and employees, from and against any and all claims, damages, costs, expenses, including reasonable attorneys' fees, losses, or liabilities, arising out of or in any way connected with this permit including, without limitation, claims for loss or damages to any property, or for death or injury to any person or persons.
- If not affiliated with the University, then the sponsor will provide a certificate of insurance demonstrating the sponsor's ability to meet University insurance requirements.
- The sponsor may not assign or delegate this permit to any third party without specific written permission of the University.
- This permit is governed by and interpreted under the laws of the State of Minnesota.
- A notice stating the food products are "Home Prepared/Not Inspected" must be prominently displayed at the pot luck social.
- **Future permission to engage in similar events is contingent upon compliance with these terms and conditions.**

Sponsor Signature

As an authorized representative of the sponsor, I agree to the Terms and Conditions governing the Dining Services Potluck Social Permit.

Authorized Signature for Organization

Authorized Person's Name, Title (Printed)

Date

Campus Review and Approval

Signature, University Event and Meeting Services

Date