



Sale or Service of Food Waiver Form for Self-Catered Events

Please Note:

The Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ) requires reception of permit application twenty **(20) days** prior to the date of the event.

When you make a booking with the SSMU, you agree to respect the **Bylaws** and the **Terms and Conditions** of your contract.

You can access and refer to the '**Bylaws**' here:

<https://ssmu.ca/wp-content/uploads/2017/05/Internal-Regulations-of-Student-Groups-2016-04-07.pdf?x26516>

You can access and refer to the contract '**Terms & Conditions**' here:

<https://ssmu.ca/wp-content/uploads/2014/06/EVENT-CONTRACT-AND-RENTAL-AGREEMENT.pdf?x26516>

Requestor

Event Organiser ("signee"): _____

Club, ISG, Faculty Association or Other (please specify): _____

Event Information

Contract/Reservation #: _____

**applicable for those who have already submitted a request for their event and have been sent a tentative contract awaiting confirmation and/or approval.*

Event Description:

Event Date: ____/____/____ (Year/Month/Day)

Event Time: ____:____ to ____:____ (Start to Finish)

Event Location & Room Number: _____

Expected Attendance: _____

Will there be food preparation on site? Yes No

If yes, please note that no cooking or food preparation is permitted anywhere except for designated kitchen areas.
Please contact and get approval from Midnight Kitchen to use their kitchen space:
midnightkitchencollective@gmail.com *see their space use policy attached

Menu (list all food, include allergens):

Equipment used to prepare or keep food at adequate temperature:

Microwave Convection Oven Hot Plate BBQ Fridge (Mini) Ice box

Toaster / Toaster Oven Other: _____

Criteria for “special event” permit in accordance to MAPAQ

- Food is not professionally catered
- Food is sold and/or self-catered by an event organizer. Includes donations, admission or registration fees.

An event requires a “special events” permit from MAPAQ when the event meets all of the above criteria. Please check the appropriate boxes.

As per the Students’ Society of McGill University’s **Sale or Service of Food Protocol**, the event organiser is responsible for obtaining the necessary permit as required by MAPAQ, pay the associated costs and provide a copy of the permit to **The Events Administrator** prior to the event. The event organiser must also pay the SSMU \$50, which includes the cost of administration fees to process the **Catering Waiver**, as well as the cleaning and proper disposal of waste required post event.

Applications can be made via the MAPAQ website at:

https://www.mapaq.gouv.qc.ca/SiteCollectionDocuments/Formulaires/permis_form_sansbutlucratif.pdf

I, _____, the undersigned, being the event organiser hereby inform the Students' Society of McGill University that food will be sold or served at the event identified hereinabove.

As the event organizer, I hereby assume full and complete responsibility for:

- 1) Ensuring that all food sold or served at the event will be prepared, stored, refrigerated and/or served in accordance with all relevant municipal, provincial and federal health and safety regulations and by-laws concerning food preparation and service.
- 2) Ensuring that the Students' Society of McGill University's **Sale or Service of Food Protocol** is adhered to.
- 3) Ensuring that, as per the "sale or service of food protocol", the special events permit from the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ) is obtained when required.
- 4) Clearing the event location and discarding all trash, recyclables and compostables are properly disposed of at the end of the event. It is understood and acknowledged that should the event location require additional cleaning, at the sole discretion of the Students' Society of McGill University, the event organiser will incur the costs for additional cleaning and disposal.
- 5) Any complaint or health issues arising from the sale or service of food at the event.
- 6) Ensuring that the current waiver form and any acquired permit are kept on-site during the event.

I understand and acknowledge that, at any time, a municipal or provincial food inspector may enter the area of the event and conduct an inspection. At any time, The Operations Director and/or Building Director may conduct an inspection of the event and have the authority to terminate the event if, at their sole discretion, it is observed that the **Sale or Service of Food** protocol is not followed. I also understand that I have the obligation to comply and assist in any inspection of the event.

As the event organiser, I understand and acknowledge that I shall hold the Students' Society of McGill University without liability for my actions in the event of any complaint or legal action undertaken against the SSMU as a result of the sale or service of food at the specified event.

I hereby confirm that I have read, understood and promise to abide by the present sale or service of food waiver for self-catered event and the Sale or Service of Food protocol of the Students' Society of McGill University. I also confirm that I am of legal age to sign such a binding document.

Name: _____

Date: ____/____/____ (Year/Month/Day)

Title / Position: _____

Email: _____

Telephone #: _____

Signature: _____

Signature of Approval/Permit Received: _____

**A copy of this completed form must be returned to the Events Administrator.
Sale of Service of Food Protocol & Procedures**

Purpose

The purpose of this protocol is to inform the event organisers of any risk involved with the activity, reduce the risks of which are inherent to the activity, and the prevention of food borne illnesses.

Scope

This protocol applies to all events where food is self-catered by the event organiser. This protocol also applies to all events where food must be kept and served hot or cold, i.e. meat, dairy, etc. Additionally, a special events permit issued by the Ministère de l'Agriculture, des pêcheries et de l'Alimentation du Québec (MAPAQ) is required for any events where food is sold or whenever there is money exchanged in the form of a donation, admission or registration fees. This protocol does not apply to events where the food is professionally catered. This protocol does not apply to events catered by the contracted food provider for the Students' Society of McGill University.

Definitions

In this document, unless the context indicates a different meaning, the following terms mean:

“Potentially Hazardous Food”: Food which consists in whole or in part of a milk product, eggs, meat, or any other natural or synthetic ingredient, in a form or state capable of supporting the growth of infectious or toxigenic microorganisms. Such term shall not include clean, whole, uncracked odour-free eggs or food which has a pH of 4.6 or less or a water activity coefficient of 0.85 or less. This term also includes cooked vegetables and grains, and warm iced tea.

“Contamination”: The presence in or on foodstuff of microorganisms, substances or radiations which impair its sanitary or other qualities.

“Food Allergy”: An abnormally high sensitivity to otherwise harmless food. Common indications (symptoms) are hives, rash, nausea, vomiting, diarrhea, and respiratory distress. In some instances the reaction can be fatal.

“Food Intolerance”: An inability to tolerate a food or a food additive in doses that are tolerated by other individuals. It leads to physical reactions that do not involve the immune system. They often involve the digestive system and are not life-threatening.

“Professionally Catered Event”: Events where the food is prepared, processed, stored and handled by industry professionals who are holder of a MAPAQ “Permis de restauration et de vente d'aliments”

“Event Organizer”: The person, who registers the event with the SSMU, organises the event

and is primarily responsible for the application of the present protocol during the event.

**All events must be held in accordance to all applicable laws and regulations, in particular:*

Food 1

1.1 Food Shall:

- A. Be prepared, processed, transported, stored, packaged, offered for sale, sold, given and served under hygienic conditions.
- B. Be free of foreign matter, toxic substances, antibiotics, insects or parts of insects
- C. Be kept isolated from other food or any element which may give it an odour or contaminate it.
- D. If it is a potentially hazardous food, be kept in an atmosphere of which the temperature is lower than 4°C or higher than 60°C, except when it has been cooked and is cooling, in which case, it must not be in an atmosphere of which the temperature is between 4°C and 60°C for more than one hour.
- E. Be wrapped or protected against handling, coughing and sneezing by the public. The wrapping shall be new and shall be utilised only once.
- F. Be stored or displayed for sale at least 10 cm above the ground.
- G. If it is a potentially hazardous food which is frozen according to a commercial process, it shall be kept at a temperature equal or inferior to -18°C until it is sold.
- H. If it is a milk product which accidentally froze or melted, it must not be offered for sale, sold or used.
- I. If it is ice used for human consumption, for preparation or preservation of food, it must be made of drinking water and be protected from contamination while being transported, handled and stored.
- J. At all times, including when it is stored, displayed, prepared, wrapped, offered for sale, distributed or transported, be protected from Contamination by other foods, insects, insecticides, rodents, animals, pesticides, price or identification tags, unclean appliances, or utensils, unnecessary handling, flooding, waste water, pipe leakage, condensation or any other agent;
- K. Be refrigerated in shallow containers and placed in such a way to allow air circulation;

Preparation 2

- A. No open flames are allowed anywhere in the Building. Use of burners, candles, incense, etc., may trigger the alarm and prompt for evacuation.
 - a. The event organizer agrees to assume the fine from the City of Montreal (in case of a false alarm) if clause is disregarded during the event.
- B. No cooking or food preparation is permitted anywhere except for designated kitchen areas.
- C. In accordance with environmental and sustainability measures being implemented by

SSMU, no plastic water bottles will be permitted in the Shatner Building.

Handlers 3

- A. It is forbidden for anyone afflicted with a communicable disease that may contaminate food or for a carrier of pathogenic germs to be in direct or indirect contact with food. The same applies if a person suffers from vomiting, diarrhea, fever, jaundice or sore throat with fever.
- B. It is forbidden for anyone with an infected skin lesion to be in direct or indirect contact with food.
- C. It is prohibited for the public to be in an area where the food is prepared, handled or stored.
- D. Anyone who is in direct or indirect contact with food shall:
- E. Be aware of proper food handling procedures and follow the present protocol.
 - Wash their hands and forearms with hot water and a detergent before beginning work, and dry their hands and forearms using a paper towels or air-blown dryers
 - Wash their hands after smoking, going to the toilet, blowing their nose, coughing or sneezing into their hands, handling raw food.
 - Wash their hands before handling any food, equipment and utensils, and each time there is a risk of contamination.
 - Wear clean, washable work clothes and maintain a state of cleanliness at all times.
 - Never wear jewellery or use nail polish when in direct contact with food .
 - Cover open non-infected wounds, with clean waterproof bandage and wear a clean waterproof glove long enough to cover any bandages.
 - Gloves must be discarded if removed and new gloves used.
 - Not use tobacco while working in an event covered by this protocol
 - While preparing or processing food, wear an effective hair restraint and beard restraint.

Allergies & Intolerances 4

These items are allergens that must be identified by the event organisers.

To assist consumers in avoiding the potentially serious consequences of allergic and sensitivity reactions to foods, the Canadian Food Inspection Agency requires the inclusion of the following foods or their derivatives in food label ingredient lists when present as ingredients or components, even in those cases where these ingredients are otherwise exempted from declaration: Eggs, milk, mustard, peanuts, fish, crustaceans (e.g.: Crab, crayfish, lobster, prawns, shrimp, etc.), shellfish (e.g.: clams, conch, mussels, oysters, scallops, escargots, squid, etc.), sesame, soy, sulphites, tree nuts (e.g.: almonds, brazil nuts, cashew, hazelnuts, macadamia nuts, pecans, pine nuts, pistachio, walnut, etc.), wheat.

- A. The event organiser has an obligation to assist consumers in avoiding the serious

consequences of food allergies and sensitivity. Any items containing any of the following possible allergens indicated above (as an ingredient or component) must be clearly labelled in a statement that begins with “Contains: ...”

- B. Items containing allergens must be segregated on the serving table from the allergen-free food and a separated food handler has to be assigned for allergen-free food to avoid any risk of contamination.
- C. Any event in which food is sold, the event organisers must place the sign available in Annex I of this protocol. The sign must be posted and clearly visible.

Leftovers & Waste 5

- A. Table leftovers shall be considered as waste.
- B. Waste shall be kept separate from food intended for human consumption.
- C. Food shall be considered as waste when its container no longer provides protection from Contamination.
- D. The receptacles for waste must be watertight, non-absorbent, rigid and have lids that are not of cardboard.

Cleaning Products 6

- A. Cleaning products must be appropriate for food products and must be used according to the manufacturer’s specifications.
- B. Dishcloths should only be used to wipe work surfaces and must be kept in a disinfecting solution between uses.
- C. Non-metallic pads and brushes must be used.
- D. Cleaning products, disinfectants and other toxic products should be stored separately, away from the areas where food is prepared, processed and stored.

Equipment 7

- A. All equipment used in the preparation of food must be made of non-toxic materials, be easy to clean, kept clean and in good condition.
- B. Equipment shall be cleaned after each use and more often if required.
- C. The recommended material for equipment is stainless steel.
- D. Utensils must be changed when changing functions.
- E. The following cleaning procedure must be followed:
 - a. Pre-rinse and scour Wash in hot water (at least 43°C) with detergent.
 - b. Rinse in hot water (at least 43°C).
 - c. Disinfect with a disinfecting solution or by immersion in hot water (at least 77°C) for at least 30 seconds.
 - d. Air dry.

Booking the Kitchen 8 **waiting on MK & Sophia*

Roles & Responsibilities 9

- A. The event organizer agrees to verify beforehand the consumption of food or beverages during the event. Be advised that you will be invoiced for the full amount of the cleaning and disposal fee, should you fail to notify the Events Administrator and external food be found at your event.
- B. It is the responsibility of the event organiser to ensure that this protocol is followed for the duration of the event.
- C. It is the responsibility of the event organiser to provide a completed and signed Waiver Form for self-catered event to the Events Administrator.
- D. The event organiser is responsible for obtaining the necessary permit (and all associated costs) as required by MAPAQ: Application for special event permit must be received by MAPAQ twenty (20) days prior to the event date. A copy of the permit must be given to the Events Administrator prior to the day of the event; failure to comply could result in the cancellation of the event.
- E. The present protocol is under the authority of the Students' Society of McGill University's Operations Department.
- F. The Students' Society of McGill University & Security Services reserve the right to inspect any events that are covered by this protocol.

Liability 10

For liability reasons, the **Sale or Service of Food Waiver** must be submitted for approval prior to a hosting an event using goods or services of an outside vendor. By submitting the waiver, the event organizer/coordinator is agreeing on behalf of the group or organization to release the Students' Society of McGill University (SSMU) from any and all responsibility or liability for any injury, illness or death resulting from consumption of any food or beverage which the SSMU did not prepare, distribute or provide. In addition, the reserving individual/organization or department is responsible for ensuring all SSMU policies are in compliance, including displaying the approved food waiver and/or relative permits at the event. Please note that any breach of this protocol may result in loss of event booking privileges.

In consideration of the above, I/we, assume all risks associated with the preparation of food products supplied under this Agreement, including matters of health and safety associated thereof. I _____ agree to INDEMNIFY and HOLD the Students' Society of McGill University and their respective trustees, officers, employees and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's resulting in personal injury, accident, illness, including death and property loss arising from any and all food products provided under this Agreement.

Signature: _____

Date: _____

Annex I



WARNING

**BEWARE POTENTIAL FOOD ALLERGENS
ASK BEFORE YOU EAT...**