To Whom It May Concern:

______________________________ (school & group in charge of event) is hosting___________________________ (event name)
on_______________.
(date & time)

Approximate expected attendance:______________________

We understand that a Temporary Event Permit for Food Service is required for this event.

Permission has been granted by __________________ to sell food at the above event at ___________________.
(principal) (School)

______________________(principal)__________________________(signature)
(please print)

For use only if the school kitchen will be used during the above event:

Permission has been granted by __________________ to use the cafeteria kitchen for food preparation in order
to comply with city ordinance food safety requirements.

A certified cafeteria supervisor will be available to supervise preparation and procedures, and paid for his/her services by
the hosting organization.

______________________(cafeteria supervisor)__________________________(signature)
(please print)

I have received and read the City of Albuquerque Environmental Health Department regulations
______________________________ (hosting organization)

Revised 10/26/16