**Concession Request**

Saline Area Schools-Food Service Department

Food Service Director: Julie Harsh Contact Information: 734-429-8045, harshj@salineschools.org

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Name (Running Concession – is it school or Community Ed event):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Person(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*Form must be completed and returned to the Food Service Office for confirmation at least 2 weeks prior to the event or start of the sport season.***

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|  Date |  Concession Time |  Estimated Attendance | Event Time/Notes |
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Please Note:

Each group is responsible for running the cash registers, preparing food items, serving, and clean-up. A Food Service Attendant will be on duty during your event to stock, set up, assist volunteers, control cash, and take inventory. It is the responsibility of the group to provide adequate staff to run the concession to receive proper credit. If proper staffing is not available, the Food Service Attendant may have to close the concession and the group will forfeit those potential sales. If additional cleaning is necessary and no volunteers available to do so, the group will be charged additional labor cost of $11.00 per hour. Electronic signature is fine.

Signature of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Service Director Authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_