



## Food Waiver and Events Reference Form

As you envision and plan your event or meeting, it is important to keep in mind that The Holt County Agricultural Society always has the first right of refusal for accepting your request. We know that not every request can be accommodated and thus, request applications should be filled out and returned in a timely fashion so that your request may be processed. Outside groups must contact The Holt County Agricultural Society at [holtcountyfair@gmail.com](mailto:holtcountyfair@gmail.com) to plan for events including signing waiver or event and food forms.

To plan an event:

1. Contact the Holt County Agricultural Society with your event details.
2. If Dining Services will be provided include information regarding your event dining.

For liability reasons, a Food Waiver Application must be submitted for approval prior to hosting an event using goods or services of an outside vendor or food source. **By submitting, a Food Waiver Application, the contact or coordinator is agreeing on behalf of the group or organization to release the Holt County Agricultural Society/ Holt County Fair from any and all responsibility or liability for any injury or illness resulting from purchasing, preparation, service or consumption of any food or beverage which The Holt County Agricultural Society/Holt County Fair did not prepare, distribute or provide. In addition, the reserving individual/organization or department is responsible for ensuring all Holt County Agricultural Society/Holt County Fair policies are in compliance, including displaying the approved food waiver at the event, contacting food inspection services and following state food preparation and storage guidelines.**

3. Waivers must be submitted a minimum of two business days in advance to: Holt County Agricultural Society, PO Box 861, O'Neill, NE 68763. In addition, food waivers and or questions may be e-mailed to [holtcountyfair@gmail.com](mailto:holtcountyfair@gmail.com)
4. Menu Source: Name of the restaurant, grocery store or other.
5. Delivery Method: Will you pick-up/cater/delivery
6. Menu: Provide in detail what food you will serve
7. Potluck: - menu description
8. Food at Proper Temperature: Explain how you will keep cold and hot foods at proper temperatures.
9. Approved vendors/caterers or groups must provide evidence of insurance, including auto, and have provided current copies of health certification and business license if appropriate.

(Over)

**Holt County Agricultural Society**  
**Food Waiver Request Form**

Contact/Coordinator: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Check All That Apply:

- Students
- Faculty/Staff
- Public/Other
- Served
- Buffet (self-serve)
- Event will be catered
- Potluck (persons bringing food to share)
- Purchasing takeout from an area restaurant to be consumed immediately by the group or department
- Food and/or beverage to be prepared on site and served to attendees, with or without charge
- There is no charge to attend this event nor will food or beverages be sold to attendees

Menu Source: \_\_\_\_\_

Deliver Method: \_\_\_\_\_

Menu: \_\_\_\_\_

Method used to keep foods at proper temperature: \_\_\_\_\_

**It is hereby agreed that the aforementioned group will indemnify and hold harmless The Holt County Agricultural Society/Holt County Fair from any claims or actions which may arise from the provision of food at the event described herein, and that you agree to properly refrigerate and hold all perishable items.**

Your Name: \_\_\_\_\_

The signed waiver must be displayed in full view at event. Please indicate how you would prefer to receive the event copy:

- Mail – Address: \_\_\_\_\_
- Fax – Number \_\_\_\_\_
- Pick up at Holt County Fair Grounds – Date/Time - \_\_\_\_\_

Forward to: Holt County Agricultural Society, [holtcountyfair@gmail.com](mailto:holtcountyfair@gmail.com), or mail to PO Box 861, O’Neill, NE 68763.

## General Guidelines

- Reserving Individual/Organizations/ Departments is/are responsible for seeing that all Holt County Agricultural Society policies are met.
- **Food Waiver Request form** must be received at least two business days before the event.
- All vendors/caterers must be approved.
- Approved vendors/caterers have provided evidence of insurance, including auto, and have provided current copies of their Nebraska State Board of Health certification and business license of applicable.
- Reserving Individual/Organizations/ Departments assumes liability for event and must display the signed approved Food Waiver Request form at event.
- Food produced at home for general, public distribution/sale is prohibited.
- Individually pre-wrapped food items from an approved facility (a commercial/retail establishment or a restaurant) are always ok for meetings and distribution as long as they remain pre-wrapped. Food Waiver Request form required.
- Pick up and carry-in food products from a public restaurant must be transported to premises in an enclosed vehicle, food must be kept at acceptable temperatures in accordance with safe-handling guidelines and must be consumed within two or fewer hours of being prepared or delivered.
- By completing the Food Waiver Request form, you and your organization hereby release the Holt County Agricultural Society from any and all responsibility or liability for any injury or illness resulting from consumption of any food or beverage which Holt County Agricultural Society did not prepare, distribute, or provide.