

SAMPLE

Safe Food & Hygiene Standards Food Donation Record

Date of Donation:		Time:	
Hotel Function Name:		Charity:	

Food Items Donated	Allergens	Delivery Temperature	Standard Packaging (y/n)

1. Function Representative:			
By signing this document, I, as a representative of the company undertaking a function at the hotel, confirm that I agree that the excess foods prepared for this function can be donated to a charity.			
Signature		Date	

2. Hotel Representative:			
By signing this document, I, as a representative of the hotel, agree that the excess foods prepared for this function can be donated to charity and that all reasonable food safety precautions have been taken by the hotel in compliance with safe food and hygiene standard practices.			
Signature		Date	

3. Charity Organization Representative:			
By signing this document, I, as a representative of the charity organization receiving the donated foods, agree that all reasonable food safety precautions will be undertaken by the charity organization to comply with safe food and hygiene standard requirements as per the Charity Food Safety Information Sheet.			
Signature		Date	