



Saturday Market Food Court Menu Addition Request

All menu additions must be approved in advance by the Food and Standards Committee’s chairs and may require a taste test. Approval takes up to two weeks. Items must be sold at least one time a year to remain as part of a Food Booth’s menu. After approval, you must add this to your permanent menu at the beginning of the season or you will lose your right to sell it.

Member’s Name: _____

Business Name: _____

Date: _____

I request permission to add the following item(s) to my menu at Saturday Market events: _____

Please complete each section below: Complete Description, including ingredients (All commercially prepared ingredients must be indicated). Description: _____

Method of preparation, i.e. how do you make it? _____

What equipment will you be using? Electricity is limited and the specific electrical equipment has to be approved by the General Manager. _____

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Date received by Staff: _____

Date e-mailed to committee chairs: _____

Was a taste test required? YES NO (Circle One)

If yes, taste test decision and date: _____

Date of final approval: _____

If not approved, reason why: _____



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Menu Addition Request Process

1. Staff receives the Menu Addition Request (MAR) form. If possible, or if needed, assist the member by requesting more details regarding the item.
2. Staff forwards the form and any photos, to Co-Chairs of Standards and Food Booth Selection Committee. The Co-Chairs of Standards and Food Booth Selection Committee have 24 hours to approve or deny the MAR request.
3. Co-Chairs will reply to the other Co-Chairs with the goal of making a list of questions and/or concerns. The GM doesn't need to be included in the back and forth emails while this list is prepared. Once the list is finalized, a Food Court Committee Co-Chair will be designated to contact the Food Court member directly to get the answers to the questions the Co-Chairs have.
4. The answers to the questions will be reported back to all the Co-Chairs, in writing, at which time, they will vote on the MARs. If there is online discussion of the questions, Staff would not need to read, reply or take action until after the vote.
5. Next steps, depending, on the decision. If MAR is approved by the Standards and Food Booth Selection Committee, Staff will email all food court members for the 5 days notification. Food Court has a total of five (5) business days to respond. If the MAR is denied, then members are informed by staff of the results. Current appeal process stays the same.