

# Catering Waiver Request Form

(This form must be submitted 15 business days prior to the event for approval.)

Contact/Event Coordinator: Contact Phone #:

Name of Event: Contact Email:

Event Location: Event Date:

Event Time: From To

Approximate number of event attendees: Vendor Name:

Vendor Phone #: Contact Person:

Email: Vendor Address:

Attachments:

* Vendor’s current Food Service License
* Vendor’s Health License
* Vendor Invoice
* Vendor W-9 Form
* Vendor's Certificate of Insurance

Reason for waiver request (please include the cultural significance of your event and the food that is requested):

*It is hereby agreed that the aforementioned individual/student organization will indemnify and hold harmless Eastern Connecticut State University and Chartwells from any claims or actions which may arise from the food at the event described herein, and that I agree to properly refrigerate and hold all perishable items. When another caterer does provide food, they may not use food service facilities. Chartwells will not store or heat food from an outside vendor.*

Event Coordinator Signature: Date:

(Print Name Here)

Waiver Approved: Y N

Reason for Denial:

Approved by (Signature): Date:

Instructions for Catering Waiver Request Form

As you envision and plan your event or meeting, it is important to keep in mind that Chartwells always has the first right of refusal for your request when using university funds. We realize that not every request can be accommodated and thus, we require the waiver request form for on-campus and/or catering services. Student Organizations must obtain approval from Chartwells & Student Activities via the Waiver Request Form prior to purchasing food.

For liability reasons, a Waiver Request Form must be submitted for approval prior to hosting an event using goods or services of an outside vendor. By submitting a Waiver Request Form, the coordinator is agreeing on behalf student organization to release Eastern Connecticut State University and Chartwells from any and all responsibility or liability for any injury or illness resulting from consumption of any food or beverage which Chartwells did not prepare, distribute or provide. In addition, the reserving individual/organization is responsible for ensuring all University policies are in compliance.

The Catering Waiver Request Form must be submitted to the Student Activities Office 15 business days prior to the event for approval.

Exceptions:

* Food purchases that amount to $150.00 or below do not require a Waiver Request Form.

Disclaimer:

* Submitting this form does not guarantee that you will be allowed to use an outside vendor.