

College of DuPage

FOOD SERVICE WAIVER REQUEST FORM

Today's Date: _____

Type of Group: _____
(Faculty/Staff/Student/Community)

Date of Event: _____

Time of Event: _____

Your Name: _____

Name of Group: _____

Name of Contact Person: _____

Phone Number: _____

Address: _____

Name & Description of Event: _____

Description of Food/Beverage Needs:

What portion of the needs listed above can be provided by Dining Services?

Explain the reason why Dining Services cannot meet all of your needs:

All outside caterers to be utilized must submit one month prior to the event, a copy of the following articles:

1) County Health Department permit, 2) State or Federal sanitation certification, permit or license, 3) Certificate of insurance maintained by the caterer listing the College as the certificate holder, an additional insured, and must be accompanied by an endorsement page. Any certificate of liability insurance not meeting these requirements must be approved by Risk Management. This approval must be included with the waiver, 4) Business License, and 5) Menu, portion, and pricing quotation for the event.

All beverages served, sold, distributed, supplied or donated in connection with any event at College of DuPage shall be exclusively brands distributed by Pepsi-Cola unless specifically authorized in writing by the Director of Business Affairs.

All expenditures for outside caterers must be contracted through an authorized purchase order prior to the event. A copy of the approved waiver form must be submitted with the requisition. Expenses for non-perishable food (not requiring heating or chilling for health reasons) that do not exceed \$400 per event are exempt from food waivers.

(For Dining Services Use Only)

Approved:

Denied:

Comments:

Signature of Catering Manager

Signature of Director Business Affairs