

Date of Request: \_\_\_\_\_

# Food & Outside Caterer Exception Form

*Form must be completed **TWO WEEKS** in advance to be eligible for review & exception*

## Food Exception Form

EVENT INFO	Name of Event:	Sponsoring Group:	Cost Code:	
	Date of Event:	Person Reserving:	Phone:	
	Location of Event:			
	Number of Attendees:			
	List of specific food items to be served:			
	Are Food Items Donated?		Name/Organization of Donor:	
▶ A letter from the Donating Party must be provided with this form before a signature can be obtained.				

## Outside Caterer Exception

OUTSIDE CATERER INFO	If an outside caterer is desired, WSU Dining Services will allow an Outside Caterer Exemption based on the following:		
	▶ Outside Caterer must be licensed, insured, and carry current food handlers permits. Proof must be provided in writing before signature can be obtained.		
	▶ A buy-out of 18% of the total food invoice will be paid to WSU Dining Services - an estimated invoice will need to be provided with this form and a final invoice copy and buy-out payment remitted to WSU Dining Services within one week of the event. Weber State University entities will be billed directly to the cost code listed on this form.		
	Reason for Outside Caterer Exemption Request:		
	Outside Caterer:		
Caterer Contact Information (address, phone):			

**Groups must provide and use their own dishes, utensils, and serving dishes.**

**The area must be left clean by the responsible party. A deposit may be required based on size of group.**

RESPONSIBILITY	By signing this form you are acknowledging that you have completed this form accurately and completely and agree to abide by WSU Policies and Procedures. You also agree to hold harmless and indemnify Weber State University regarding any problems arising from the above stated event. <b>Failure to follow these policies may result in charges equaling potential revenue lost.</b>	
	Person Responsible for Event - PRINT:	WSU Entities must provide advisor information. Advisor must have authorization for the listed cost code - signing this form allows event-associated costs to be charged to this cost code.
	Person Responsible for Event - SIGNATURE & DATE:	Advisor Responsible for Event - PRINT:
	Person Responsible for Event - PHONE:	Advisor Responsible for Event - SIGNATURE:
	Person Responsible for Event - ADDRESS:	Advisor Responsible for Event - PHONE:
	WSU Dining Service Director - SIGNATURE & DATE:	WSU Union Building Director - SIGNATURE & DATE:

White/Yellow Copy - Business Office  
 Pink Copy - Event Management Office  
 Goldenrod Copy - Sponsoring Group

Event ID # \_\_\_\_\_ Event Management Staff Initials \_\_\_\_\_