

## CATERING REQUEST WAIVER FORM

### Food Waiver Guidelines

This completed form and all accompanying documents must be received by Chartwells Hospitality Services at least 30 days prior to the date of the event. **The form and all requested documents not received within the requested timeframe will automatically be denied.**

The following documents must be submitted with this completed form: (1) a copy of caterer's/vendor's food license; and (2) a copy of caterer's/vendor's certificate of liability insurance in the amount of \$1 million listing Wright State University as an additional insured.

**All menu items and their corresponding prices must be included on this form.**

Submission of this form does not constitute a room reservation. All room reservations must be confirmed with the Events Coordinator, Candace Philpot (419-586-0244 – [candace.philpot@wright.edu](mailto:candace.philpot@wright.edu) – 114 Dwyer) prior to submission.

Date of Application:	Date of Event:
Contact Name:	Contact Email:
Contact Phone:	Contact FAX:
Dept/Org:	Banner FOP:                    /                    /

Event Name:	Event Start Time:
Event Location:	Event End Time:
Guest Count:	

Description of Event:

Reason for Request:

Open to the Public?	Yes	No	Fee to attend?	Yes	No	If Yes, Fee Amount:
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### Menu Information (include additional sheet if needed)

Item Name	Quantity	Cost	How Acquired?	Received From

### Food Waiver Agreement

I agree that only the above listed menu items will be offered at this event.

I understand that Wright State University and/or the University Food Service Partner(s) will not be held liable for any illness or casualty resulting from this food.

I will comply with the *Wright Way Policies and Procedures* regarding food handling, food safety, sanitation, preparation, and storage.

I will comply Lake Campus Policies regarding my organization's responsibility to maintain the cleanliness of the meeting area including the removal of food, utensils, and trash as well as returning the room to its original state.

I understand I am responsible for providing all accessories necessary to the items outlined above. This includes, but is not limited to: utensils, napkins, plates/bowls, cups, serving trays/containers, ice, safety gloves, cleaning items, etc.

<i>I have read and agree to abide by the Food Waiver guidelines and agreement, Event Policies and Contract/General Conditions (all checkboxes must be selected.)</i>	<i>(initials)</i>
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*The box below is for Wright State University and Chartwells Hospitality Services staff use only!*

Approved	Denied	
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