

Conferences & Events PSU Dining Food Waiver Request

If you have any questions, or would like assistance completing this form, please contact the Conferences & Events Office at: 503-725-2663, or via email: conferences@pdx.edu.

Conferences & Events PSU Dining Food Waiver Request

In accordance with Portland State University's (PSU) Food Service Agreement, PSU Dining is granted the exclusive right to operate and provide daily and catered food services to the following PSU premises: Smith Memorial Student Union, Ondine, Meetro and the University Place Hotel. Any events within these premises seeking an exception to PSU Dining's exclusivity rights must complete this food waiver at least 15 business days prior to their event. Events occurring outside of these premises must comply with the requirements of the venue in question.

Food waivers will be considered for approval if they meet any of the following criteria:

1. The food or beverage that is being provided is a 100% in-kind donation from the caterer, restaurant, and/or purveyor. Applicant is required to provide documentation from the donor prior to the event.
2. Food is relevant to the cultural and/or religious nature of the event and authentically represents the ethnic/religious food traditions of the organization/s, (e.g., the Thai Student Organization, serving Thai food at the Thai New Year event).
3. PSU Dining is not able to meet the food preparation requirements (e.g. Halal, Kosher, etc.).

In order to be considered for approval your request must meet the following criteria:

1. The request is submitted a minimum of 15 business days prior to the event date.
2. You are able to provide documentation as per requested in this form of the food provider's insurance and catering license.

The only events not required to either use PSU Dining in the defined premises or complete the food waiver process are defined as follows:

Small potlucks: Private meetings that are exclusive to the organization booked in small conference rooms (as defined by Conferences & Events venue procedures, 20 people or less) where the attendees bring food to share with the other meeting attendees.

Brownbag meetings: Meetings where attendees bring food exclusively for their own use.

Bake Sales: Sales of baked goods for fundraising purposes. All bake sales are limited to baked goods and must prominently display a sign with the following message: "Food served at this location may not have been inspected by Multnomah County Environmental Health."

All other events not using PSU Dining for their food service in one of the defined premises must complete the food waiver form and receive an approved waiver. Student Groups must meet with their advisor before beginning this process.

[Required] Event Name:

[Required] Event Date:

- Departments and external organizations must complete this form 4 weeks in advance of the event date.
- Student organizations must complete this form 6 weeks in advance of the event date.

[Required] Event Location:

[Required] Department/ Organization Name:

[Required] Event Organizer:

[Required] Event Organizer's Email:

- Valid input:
- name@myschool.edu

[Required] Event Organizer's Phone Number:

- Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Reservation Number (if known):

Consult with PSU Dining

For a waiver to be considered users must allow PSU Dining to submit a competing bid for the food service of their event. Please provide the following information:

[Required] Number of people being served at your event?

[Required] Type of food service (lunch, snack, etc)?

[Required] Name of desired outside food provider ?

[Required] Reason why the outside caterer is being considered?

[Required] Estimated Cost of Food Service:

[Required] Is your event on a Saturday or Sunday AND the catering total is less than \$40?

Valid input:

- Select only one choice.

Yes, my event is on a Saturday or Sunday AND the catering total is less than \$40

No, my event is not on a Saturday or Sunday OR the catering total is more than \$40

Provide copies of documentation

PSU requires any outside food provider to meet Multnomah County's guidelines for food safety. For a waiver request to be considered the following documentation is required. For copies of documents that we already have on file, please go to this site <https://orgsync.com/13423/files/670466>

[Required] Food provider's insurance (attach a PDF of the caterer's food provider's insurance documents):

Attach the food provider's insurance for each vendor associated with your event.

[Required] Food provider's current catering license, if applicable (attach a PDF of the caterer's food service license):

This is necessary for groups that are having food vendors set-up and/or serve food and/or beverage.

Attach the caterer's license for each vendor associated with your event.

All of the caterer's employees that are serving food are required to have their food handler's license on their person during the course of the food service.

[Required] Food Provider County Health Permit (attach a PDF of the Food Provider's County Health Permit):

Attach the Food Provider County Health Permit for each vendor associated with your event.

All of the caterer's employees that are serving food are required to have their food handler's license on their person during the course of the food service.

Please upload a quote from the vendor if available

If you've received a quote from the business you're requesting food from, please upload it here.

Please upload documentation surrounding donated food (e.g. copy of an e-mail surrounding the relationship with sponsor/donor)

Upload documentation surrounding donated food.

[Required] Signature/Agree to terms.

As an authorized representative of the organization listed above, I will be responsible for ensuring that all food and beverage service is in full compliance with the Multnomah County Environmental Health Food Safety guidelines listed on their website: <http://web.multco.us/health/food-service-operator-resources>. I will submit any necessary forms, payments, or information required to the Conferences & Events office at least 10 business days prior to the event. I understand that failure to do so may result in additional fees and/or cancellation of my event. I understand I am responsible for any damages or fees incurred by the outside food service provider. If any of the above information changes, I will notify the Conferences & Events office within 10 business days to the scheduled event. Misrepresentation of the nature of the food service, or failure to disclose fully pertinent details regarding the food service may result in additional charges or denial of facility use.

Valid input:

- Select only one choice.

I Agree