



# UC Hospitality & Event Services

## Food Waiver Request Application

Please submit the completed form to the UC Hospitality & Event Services Office on the 2nd Floor of Rudder Tower at least 10 business days prior to the day of the event.

Contact Name:		Telephone:	
E-mail:		Fax:	
Sponsoring Party:			
Event Name:		Event Confirmation No:	
Event Date(s):		Estimate number guests:	
Event Location:		Event Start Time:	
Serve Start Time:		Event End Time:	
Group(s) in attendance: <input type="checkbox"/> Student Group <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Department <input type="checkbox"/> Public/Other			
Name of caterer:			
Menu (food & beverage):			
Event Description: (Check all that apply)			
<input type="checkbox"/> Buffet <input type="checkbox"/> Plated Meal <input type="checkbox"/> Box Lunch <input type="checkbox"/> Self Serve			
Type of Service:			
<input type="checkbox"/> Caterer Present <input type="checkbox"/> Pick-up by group <input type="checkbox"/> Delivery to room			
<i>Since Dining Services is not your chosen caterer, please provide your reason for exception to the University Center Complex Food Policy below:</i>			
<input type="checkbox"/> <b>Cost</b> <small>Please provide a quote from both Dining Services and from your preferred caterer below.</small>			
<input type="checkbox"/> <b>Availability of Food Choice</b> <small>Please explain below.</small>			
<input type="checkbox"/> <b>Quality</b> <small>Please explain below.</small>			
<input type="checkbox"/> <b>Other</b> <small>Please explain below.</small>			
Potlucks or events where participants bring self-prepared food items or home-made hot/cold items are not permitted in the UCC facilities.			

For UC Hospitality & Event Services ONLY	
Received By:	Date Received:
Signature:	Approved:    Yes    No

**Food Waiver Request approved by UC Hospitality & Event Services management must be on site at the event.**