



HOSPITALITY

CATERING EXEMPTION REQUEST Clackamas Community College

Trio Hospitality Company is the exclusive provider of food and beverage services for all events using a facility at Clackamas Community College's Oregon City campus. Providing your own food or using an alternative catering company is prohibited unless approved, in writing, by Trio's management.

Please complete this form if you are requesting an exemption from utilizing Clackamas Community College's contracted food service provider: Trio Hospitality Company. This form must be submitted to catering@triohosp.com a minimum of two weeks prior to your event. Feel free to contact us at 503.594.6090 or catering@triohosp.com with questions.

To be completed by client/contact hosting the event:

Department, Club or Organization: _____

Event Name: _____

Event Date: _____ Event Location: _____

Budget for Food & Beverage: \$_____

Alternative Service: Preparing Food Ourselves Utilizing Another Caterer:

(please list name of alternate licensed caterer)

Reason for Exemption Request:
(attach additional information if necessary)

Contact Name: _____

Contact E-mail: _____ Contact Phone: (____) _____

To be completed by Trio Hospitality:

Request Status: Approved Denied

Reason for Denial:

Management Signature: _____ Date: _____

NOTE: Use of an outside source for catering on campus releases Trio Hospitality Company from all liability.