

# CATERING WAIVER REQUEST

This form must be completed and returned to Cyndy Johnson-Kunz or Ken Monroe in the Catering Office (Pond Student Union Hypostyle, RM 207), or by fax (208) 282-4406, at least 10 business days prior to your event. A response will be provided within 2 business days.

Please note that an approved waiver is required **before** any outside food may be brought on campus.

**Please turn in this approved/denied waiver with your Event Registration Form to the Office of Student Organizations.**

**PLEASE PRINT OR TYPE THE FOLLOWING IN DETAIL:**

**Application Information:**

Today's Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information:**

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Total Estimated Cost of Food & Beverage: \$ \_\_\_\_\_

Type of Food Being Served and Reason for Waiver Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Waivers will not be approved based on source of funding.)

**Approval Status:**

Approved  Denied

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_