

Catering Exemption Request Form

Required when outside catering, foods or beverages are requested and using any College account funds.
(Revised March 2019)

Excerpt from **Policy for Catering provided by Campus Dining Services:**

As the exclusive food provider for The College of Wooster campus, Campus Dining Services reserves the "first right of refusal", prohibiting college-funded catering events from being provided by an outside food provider without permission from the director of Campus Dining Services through the use of a Catering Exemption Request Form. Outside food providers will not be permitted to use licensed kitchen facilities in Lowry Dining Hall, Kittredge Dining Hall, Mom's, Knowlton Café, The Tartan Room, Old Main Café or the Governance Room, unless they hold a catering license and use is approved in advance.

Procedure to acquire catering services:

1. Arrange for a meeting with the Campus Dining Service Catering Office to review your event needs at least 10 days prior to your event date, and preferably as far in advance as possible.
2. You may request a Catering Exemption Request Form if Campus Dining Services cannot meet your needs. Campus Dining will complete the "Record of Meeting with Campus Dining Services Catering Office". It will be up to you to complete the rest of the form.
3. Submit the completed Catering Exemption Request Form and a copy of the outside food provider's quote for food and services to the Catering Office at least 10 business days prior to the start of the event.
4. The exemption will be granted or denied within 5 business days via e-mail or telephone. This form is required by the Policy for Catering Provided by Campus Dining Services when an outside food provider is used. It must be sent to Accounts Payable in order to receive a reimbursement or have an invoice paid for entertaining on campus.

Record of Meeting with Campus Dining Services Catering Office

You must meet with the Campus Dining Service Catering Office to determine if they can accommodate your needs. This meeting must happen at least 10 business days prior to the start of the event.

Date of meeting with Catering _____ Catering Manager's Signature _____

Catering Manager will sign if he/she cannot accommodate the catering request.

Reason for exemption request _____

Event Information

Name of Event _____ Date of event _____

Location of Event _____ Number of people attending event _____

Event start time _____ Event end time _____

Attendance (check all that apply)

Students Faculty Staff Public

Campus account number being charged _____

To seek exemption to use an outside caterer, refer to **Outside Catering Event Organization Information** on page 2.

Outside Catering Event Organization Information

(Revised March 2019)

Today's Date _____ Name of organization _____

Print name of organization representative _____

Representative's e-mail _____ Representative's phone number _____

Print name of advisor (if this event is arranged by a student) _____

Advisor's e-mail _____ Advisor's phone number _____

Advisor's signature _____ Date _____

By signing this agreement, the organization advisor assumes responsibility for this event and agrees to follow all policies regarding this exemption.

Outside Food Provider Information

Name of business _____

Name business representative _____

Business representative's e-mail _____ Representative's phone number _____

Please list the food and beverage items for this event: _____

Estimated cost to the college from the food provider for this event:

(Do not write below this line)

_____ Approved _____ Denied

Comments _____

_____ Date _____

Director of Campus Dining Services

_____ Approved _____ Denied

Comments _____

_____ Date _____

Associate Vice President for Auxiliary Operations/Procurement Agent (Required if total is \$1,000.00 or above)

All documentation must be returned to the Catering Office no later than 5 days prior to the date of the event.

Catering Office

Campus Dining Services

(330) 263-2358

Lowry Center 1189 Beall Ave. Wooster, Ohio 44691