



### CATERING WAIVER FORM

I hereby request permission to sponsor an event using external catering services at the \_\_\_\_\_ Campus. I have read and understand the [URI Catering Policy](#), the Food Handling and Vendor Policy, and the [State's A36 policy](#) on food & beverages regarding such events and will ensure compliance with terms and conditions of all policies.

Particulars for the event are given below:

NAME/TITLE OF APPLICANT: \_\_\_\_\_

DEPARTMENT/COLLEGE/USER: \_\_\_\_\_

EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

PROPOSED CATERER/VENDOR: \_\_\_\_\_

ESTIMATED COST (attach quotation): \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZING SIGNATURE (funding): \_\_\_\_\_ DATE: \_\_\_\_\_

URI DINING SERVICES is unable to provide food and catering services for this event

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

UNIVERSITY CLUB is unable to provide food and catering services for this event.

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

This form may be mailed or faxed to the appropriate caterers or attached to an e-mail request.  
Upon completion, attach this form to the LVPO.