



### 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 \_\_\_\_\_

<p>URI DINING SERVICES is unable to provide food and catering services for this event</p> <p>Signature: _____ Date: _____</p> <p>UNIVERSITY CLUB is unable to provide food and catering services for this event.</p> <p>Signature: _____ Date: _____</p>
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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.