

Western Oregon University Catering Waiver Form

- SEE THE CAMPUS FOOD POLICY TO SEE IF YOUR EVENT QUALIFIES FOR A WAIVER OF CAMPUS CATERING SERVICES -

WAIVERS NEED TO BE APPROVED 14 BUSINESS DAYS BEFORE YOUR EVENT

Requesting Person:	Sponsoring Organization:
Requestor Email:	Requestor Phone:
Name of Event:	Number of Guests:
Date(s) of Event:	Event time(s):

In detail, please describe the reason you are requesting to use outside catering services rather than WOU Catering Services.

Please select all that apply:

- Event will be self-catered
- Event will use one outside caterer
- Event will use more than one outside caterer
- Catering bids have been obtained for this event
- WOU Catering Services has supplied a bid for this event

If you checked any of the above items, *on a separate sheet of paper*, please provide the following:

Self catered:

- A full list of all items being prepared
- List of where food will be purchased
- Details of where and how food will be prepared

If you are serving food or beverages that you will prepare or anything that needs to be kept hot or cold, you may be required to obtain a temporary restaurant license from Polk County.

Outside Caterer(s) - Use the Outside Catering Consent form (following), or submit your contract with the following information:

- Name, Address & Phone number of all caterers being used
- Written bid from outside caterer listing all items and services provided and cost(s)
- Copy of Liability insurance - which should include the following:

1. Maintaining \$1,000,000 minimum insurance coverage for all liabilities. Western Oregon University shall be named as an additional insured under such policy.
2. Indemnify, defend and hold harmless the State of Oregon, Western Oregon University, it's officers, agents and employees as stipulated in the Oregon Tort Claims Act.
3. Accept financial responsibility for any damages to Western Oregon University facilities and/or equipment arising out of this agreement.

If your request for a waiver is approved, you will be notified as to whether or not you will need to submit a temporary restaurant license application. In the case that you are required to obtain a temporary restaurant license, we must receive a copy of said license prior to your event. In the case that we do not receive a copy prior to your event, you will not be allowed to serve food or beverages.

NOTE: Outside catering services (not WOU Catering) approved to provide catering services for your event agree to accept responsibility for providing all services required for food service at your event, including but not limited to: ordering, cooking, delivery, set-up, serving and clean-up. In addition, your chosen outside catering service accepts all liability for food safety for your event. The WOU catering kitchen is not a commissary kitchen. As per our license with Polk County, the WOU catering kitchen and staff are not available for outside foodservice use.

Applicant Signature

Date

Approved Temporary License Required: Yes _____ No _____
 Outside Catering Consent Form / Contract submitted and on file

Denied Reason: _____

Approval to waive WOU Catering Services is made on a case-by-case basis. Waivers approved during any given term are not guaranteed to be approved for subsequent requests later within a term, or in future terms or years.

Approved / Denied Notes: _____

Dining Signature

Date



Outside Catering Services Consent Form

This Catering Services Consent Form is entered into and made effective by and between the parties listed below. It should be completed and authorized by the catering service contracted for your event.

CATERING INFORMATION

Catering Business Name: _____

Business Address: _____

Catering Contact Name: _____

Catering Contact Phone: _____

Catering Contact email: _____

The Caterer agrees to provide the following Catering Services (*or attach catering contract*): _____

The Caterer confirms that they are in possession of and maintain a minimum of \$1,000,000 in insurance coverage for all liabilities, and that WOU is named as an additional insured under such policy. Additionally, Caterer accepts all responsibility for food safety for this event, and will accept the financial responsibility for any damages to Western Oregon University Facilities and/or equipment arising out of catering for this event.

AUTHORIZING SIGNATURE

Catering - Print Name : _____

Catering Signature: _____

Signature Date: _____

