



# Food Waiver Application

(to be filled out by client requesting use)

ALL OUTSIDE CATERERS MUST BE ON THE ASC APPROVED CATERING LIST,  
WHICH CAN BE FOUND ON THE CATERING WEB SITE

## IMPORTANT:

ORGANIZERS OF ALL EVENTS HELD AT THE SUNY CORTLAND CAMPUS WHO ARE REQUESTING THE USE OF A CATERER OTHER THAN ASC ARE REQUIRED TO SUBMIT A FOOD WAIVER REQUEST 14 BUSINESS DAYS PRIOR TO THE EVENT (minimum).

APPROVED FOOD WAIVERS AND CORTLAND COUNTY HEALTH PERMITS MUST BE VISIBLY DISPLAYED AT EVERY EVENT.

The event is being sponsored by:    student/club    faculty    staff department    organization

Name of Sponsoring Club, Organization, Department, etc.: \_\_\_\_\_

Name of Outside Caterer: \_\_\_\_\_

Name of Event: \_\_\_\_\_

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

Event Coordinator(s): \_\_\_\_\_

Contact's Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location: \_\_\_\_\_

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

Start & Stop Times of Food Service: \_\_\_\_\_

Approximate number of people to be served: \_\_\_\_\_

List all food and beverage to be served, including description, amounts and brand names.  
If list is extensive, attach menu.

_____	_____
_____	_____
_____	_____
_____	_____

Event Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASC Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_