



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.

ASC HAS THE RIGHT OF FIRST REFUSAL.

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: _____

email form to: theresa.baker@cortland.edu

ASC Dining Director Approval: _____

Date: _____