

**ASC of SUNY Cortland**  
Corey Union, Cortland, NY 13045  
Call 607-753-4626  
asc.catering@cortland.edu



## **REQUEST FOR ASC HOSTED CONCESSION**

This form is for all concession requests hosted by ASC. This waiver is not needed for SUNY Cortland football, SUNY Cortland MW basketball, SUNY Cortland MW ice hockey and SUNY Cortland W volleyball concessions.

All requests must be submitted one month prior to the event or special approval given for tournaments.

SUNY Cortland Stadium manager requesting concessions: \_\_\_\_\_

SUNY Cortland Stadium manager email address: \_\_\_\_\_

Group or Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Location of Event (please place an X by designated location) \_\_\_ Poolside \_\_\_ Stadium \_\_\_ Baseball

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

Event Hours: \_\_\_\_\_

Please Note: Concession will end after half-time or midway through the game

### **Approval process**

- Email this completed request to [asc.catering@cortland.edu](mailto:asc.catering@cortland.edu)
- All concessions are subject to approval by ASC.
- All concession decisions for approval or denial will be emailed to contact information listed on form within one week of receiving the written request.

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### **For ASC Office use only; to be sent to stadium manager:**

Your concession request has been:

\_\_\_\_ Approved

\_\_\_\_ Denied

Signature of ASC Concessions Manager: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Instructions:**

From Adobe Acrobat Reader, choose File\Save As to save the file and then attach to an email

-or-

Choose File\Send File to send as an attachment directly from Adobe Acrobat