

Food Waiver Request Application

IMPORTANT
SUBMISSION OF A FOOD WAIVER REQUEST IS REQUIRED 14 DAYS PRIOR TO ALL ASU EVENTS INVOLVING FOOD AND BEVERAGE.
FOOD WAIVERS MUST BE APPROVED IN WRITING AND DISPLAYED AT ALL EVENTS

Is your event sponsored by an ASU Affiliate (student, faculty, staff, department, club, organization)? YES NO

If your event is not sponsored by an ASU affiliate, the Facilitator must also submit (no later than 14 days prior to the event) an

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT
<http://www.asu.edu/studentaffairs/health/foodsafety/PermitFee.pdf>

Name of Event: _____ Event Date: _____

Event Coordinator(s): _____ Coordinators Phone #'s _____

Email Address (print clearly): _____

Name of Club, Organization, Department, College: _____

Event Location: (be specific) _____

Description of Event: _____

List all foods/beverages: bottled drinks, wrapped snacks, sandwiches, meats, fruits, vegetables, condiments or attached a menu.

Start & Stop Times for food service: _____ Approximate number of people to be served: _____

Where will the food and beverage be obtained? _____

Who will prepare the food and beverage? _____ Phone # _____

How will food and beverage be delivered to the event? _____

Who will be serving the food? _____ Do servers have formal training? _____

What equipment will be used to keep food and beverages hot and/or cold? _____

Where will food equipment (grill, deep fryer, cotton candy or popcorn makers) be acquired? _____

Check Appropriate Box:

- Authorized ASU Event Giveaways
- Fundraising Event Vendor Donation (Requires supporting documentation on Vendor's letterhead)
- Special Menu Other (Explain) _____

Departmental Approval: YES NO Method of Payment to Caterer: Payment Voucher Purchasing Card

Print Name of Club Advisor: _____ Phone # _____

Club Advisor's Signature: _____ Date: _____

Check and Note All Participating Agencies:

- ASU Department _____
- Faculty/Staff _____
- Student Clubs _____
- General Public _____
- Other: _____

Deliver (original) signed Food Waiver Request Applications with all required documents attached
To MU Event and Meeting Services # 182
Direct Questions to Lori Calvano – Phone 480-965-5819 lori.calvano@asu.edu updated 6/10/10

MU Contract Manager for Approved Caterers:

Approved Caterer: YES NO Not Applicable (ex: donated or pre-packaged foods)

Donation Donation Letter Attached

Signature: _____ Date: _____

Comments: _____

Sun Devil Dining Services Required: YES NO

Signature: _____ Date: _____

Comments: _____

ASU Campus Health Service / Food Safety & Public Health Sanitation Program Approved: YES NO

Signature: _____ Date: _____

Comments: _____

Reason for Denial: _____



Application & Guidelines for Food Waiver Request

Food Service plays an important role in many events that take place on the campuses of Arizona State University. Please read the following information to determine how to obtain food and beverages for the specific event that you are planning.

CATERING

Aramark/Sun Devil Dining is the exclusive caterer contracted to provide food for events in the Memorial Union and Residence Halls. Atlasta Catering is contracted to provide food for the University Club. Sodexo Sports and Leisure is contracted with Intercollegiate Athletics. For catering at Gammage Auditorium, Sun Dome and Kerr Cultural Center, contact ASU Public Events. For events taking place in other ASU facilities or outside areas, the three ASU contracted catering companies should be contacted first. If the three contracted caterers can not meet the food service needs, food can be selected from a vendor on the Approved Caterers Lists available online at <http://www.asu.edu/mu/events/catering.htm>

IMPORTANT:

If you do not use an ASU contracted caterer, you are required to use a vendor from the Approved Catering list. When using an Approved Caterer you must submit a completed Food Waiver Request to the Memorial Union Event and Meeting Services Office # 182, 14 days prior to every event.

The Approved Food Waiver Request must be clearly displayed at the event.

Special Circumstances

Occasionally, events involve special food requirements that can not be prepared by ASU contracted caterers or approved caterers. Below are a few examples. Food Waivers and vendor proof of insurance are still required from event organizers.

Authorized Fundraiser Event: Registered student organizations are allowed to conduct two food and beverage fundraisers per semester. All food, baked goods, candy and beverages must be prepared, pre-packaged and sealed by an insured food manufacturer, supermarket or an approved caterer from the Approved Caterers List. Food Waivers are required.

No home prepared food or drink is allowed.

Donation: (Food and beverage items donated and served at the event): Donations require a letter from each donating establishment (on their company letterhead) explaining the purpose of the donation. The letter must be submitted with the food waiver application 14 days prior to the event. Food and beverage items must be obtained from an insured food manufacturer, supermarket or caterer from the Approved Caterers List.

Special Menu: In the rare event when Aramark/Sun Devil Catering has been contacted and agrees they cannot adequately provide a menu for an event, and a caterer from the Approved Caterer List cannot prepare the special menu, an alternate vendor may be used. A Food Waiver Request Application is still required. In such cases, the vendor is required to submit the same tax, license, and insurance documents as those caterers on the approved list. All documents must be submitted with the food waiver 14 days prior to the event.

Giveaways: Food and beverage items (including wrapped candy) handed out as an incentive to attract people to an event or display table must be purchased through a major food manufacturer, supermarket or a caterer from the approved caterers list. Giveaways (including bottled water or sports drinks) require a food waiver request application.

TEMPORARY FOOD SERVICE AND PREPACKAGED FOOD VENDING

Registered Student Organizations may conduct food/beverage sales for sanctioned calendar events such as Homecoming, International World Festival and ASU Pow Wow, after obtaining an approved **Temporary Food Establishment Permit**.

Applications for Temporary Food Establishment Permits are available at the Student Health Center web site at

www.asu.edu/mu/catering.htm.

Completed applications must be submitted a minimum of 14 days prior to the event date to:

ASU Campus Health Services

Veronica Oros

PO Box 872104

Tempe, AZ 85287-2104

6-10-10