I hereby request permission to sponsor an event using external catering services at the Campus. I have read and understand the URI Catering Policy, the Food Handling and Vendor Policy, and the State’s A36 policy on food & beverages regarding such events and will ensure compliance with terms and conditions of all policies.

Particulars for the event are given below:

NAME/TITLE OF APPLICANT: ______________________________________________________

DEPARTMENT/COLLEGE/USER_____________________________________________________

EVENT: _________________________________________________________________________

EVENT DATE _______________ TIME _____________________________

LOCATION_______________________________________________________________________

ESTIMATED NUMBER OF ATTENDEES _____________________________________________

PROPOSED CATERER/VENDOR ___________________________________________________

ESTIMATED COST (attach quotation) _____________________________________________

SIGNATURE OF APPLICANT: ____________________________ DATE _________________

AUTHORIZING SIGNATURE (funding)________________________ DATE _______________

URI DINING SERVICES is unable to provide food and catering services for this event

Signature: ____________________________________________ Date: ________________

UNIVERSITY CLUB is unable to provide food and catering services for this event.

Signature: ____________________________________________ Date: ________________

This form may be mailed or faxed to the appropriate caterers or attached to an e-mail request. Upon completion, attach this form to the LVPO.