

THE
UNIVERSITY
OF RHODE ISLAND
CATERING

CATERING WAIVER FORM

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.