

**Catering Waiver Approval Form**  
**MUST BE TURNED IN 3 WEEKS PRIOR TO EVENT**  
*For catering provided by an off-campus source*

Event Date \_\_\_\_\_ EAS# \_\_\_\_\_ Packet Complete: \_\_\_ Yes \_\_\_ No<sup>1</sup>

Student Org Meeting: \_\_\_ Yes \_\_\_ No If No, Open to the Public: \_\_\_ Yes \_\_\_ No Invite Only Event: \_\_\_ Yes \_\_\_ No

Sponsoring Org/Department \_\_\_\_\_

Contact<sup>2</sup> \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Event \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Expected Attendance \_\_\_\_\_ (Room) Location for Food Service \_\_\_\_\_

Requested Off-Campus Source (i.e. Restaurant, Catering, Grocery Store) \_\_\_\_\_

**All beverages must be Pepsi Products only.**

Below is a list of documents that must be attached and are subject to review and approval from SDSU Catering. These forms are required **ONLY** if the event has been waived to another caterer/restaurant. Please take note that the SDSU Environmental Health and Safety office may require additional documentation prior to event approval.

- [ ] Written official catering company bid from off-campus vendor source. May be emailed from manager/owner. (Bid must include a list of individual items: brands of food or beverages, quantities, portion/serving sizes & costs)
- [ ] Copies of the following from the above off-campus vendor source (unless pre-packaged from a Grocery Store):
  - [ ] Cert. Liability Ins.–**Please list the following as additional insured:**  
*Aztec Shops, Ltd., the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers, and agents.*
  - [ ] General Liability w/Policy Number & the Effective date(s) Current + Not Expired – required before the event
  - [ ] Automobile Liability Policy Effective /Current - required for events if delivering/driving on campus
  - [ ] Workers Compensation & Employers’ Liability Policy Effective /Current - required for staffed events

<sup>1</sup>Incomplete forms must be completed within 2 business days. Incomplete packets may be denied.

<sup>2</sup>Only one representative from the Student Organization will be the main contact for the event and will be responsible for all correspondence/ changes

Sternos may not be used at any function which is not catered by SDSU Catering.

Approved by:

Date:

\_\_\_\_\_  
 SDSU Catering  
 Aztec Shops, Ltd.

For Office Use Only

Form Received \_\_\_\_\_ Form Sent to EHS \_\_\_\_\_ Corporate Approval \_\_\_\_\_

Waiver Denied \_\_\_\_\_