

SDSU Catering Waiver Approval Form
MUST BE TURNED IN 3 WEEKS PRIOR TO EVENT

Required for any off-campus restaurant, caterer or grocery store (i.e. off-campus source)

Event Date _____ EAS# _____ Packet Complete: _____ Yes _____ No

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

Sponsoring Org/Department _____

Contact¹ _____ Phone _____ Email _____

¹Only one representative from the Student Organization will be the main contact for the event and will be responsible for all correspondence and/or changes.

Event _____ Time _____ to _____

Expected Attendance _____ (Room) Location for Food Service _____

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

Below is a list of documents that must be attached and are subject to review and approval by SDSU Catering. These forms are required **ONLY** if the event has been waived to an off-campus source. Please take note that the SDSU Environmental Health and Safety office may require additional documentation prior to final event approval.

All beverages must be Pepsi Products only. Sternos may not be used at any function which is not catered by SDSU Catering.

- [] **Written official bid by an off-campus source must be submitted to SDSU Catering by the owner or manager.**
The bid must include a list of individual items: brands of food or beverages, quantities, portion/serving sizes and cost.
- [] **Certificate of Liability Insurance must be provided by an off-campus source.** This requirement is excluded if using pre-packaged food from a grocery store. Please reference [Aztec Shops, Ltd. Insurance Requirements](#) for coverage limits and **required additional insureds and endorsements. Vendors must provide the following insurance:**
 - [] **Commercial General Liability:** Including policy number, current effective dates, additional insureds and endorsements. Required 3 weeks before the event
 - [] **Automobile Liability:** Including policy number, current effective dates, additional insureds and endorsements
Only required for events if delivering or driving on campus
 - [] **Workers Compensation:** Including policy number and current effective dates. Only required for staffed events

The insurance policies are to contain, or be endorsed to contain, the following provisions:

The State of California, the Trustees of the California State University, San Diego State University, Associated Students, Aztec Shops, Ltd., and the officers, directors, employees, volunteers, and agents (collectively the University)

The Certificate Holder is to be listed as follows:
 Aztec Shops, Ltd.
 Attn: SDSU Catering
 San Diego State University
 San Diego, CA 92182-1701

Approved by: _____ Date: _____
 SDSU Catering, Aztec Shops, Ltd.

For Office Use Only

Form Received: _____ Form Sent to EHS: _____ Corporate Approval: _____

Waiver Denied _____