

**College of DuPage**  
**FOOD SERVICE WAIVER REQUEST FORM**

Today's Date: \_\_\_\_\_

Type of Group: \_\_\_\_\_  
(Faculty/Staff/Student/Community)

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name & Description of Event: \_\_\_\_\_

Description of Food/Beverage Needs: \_\_\_\_\_

What portion of the needs listed above can be provided by Dining Services?

Explain the reason why Dining Services cannot meet all of your needs:

**All outside caterers to be utilized must submit one month prior to the event, a copy of the following articles; 1) county health department foodservice establishment permit, 2) state or federal sanitation certification, permit or license, 3) certificate of insurance maintained by the caterer, 4) business license for the caterer, and 5) menu, portion, and pricing quotation for the event. Events exceeding \$2,000 shall require a minimum of three (3) quotations.**

All beverages served, sold, distributed, supplied or donated in connection with any event at College of DuPage shall be exclusively brands distributed by Pepsi-Cola unless specifically authorized in writing by the Director of Business Affairs. A copy of the approved waiver form must be submitted with all payment requests. Expenses for non-perishable food (not requiring heating or chilling for health reasons) that do not exceed \$100 per event are exempt from food waivers.  
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Approved:  (For Dining Services Use Only) Denied:

Comments: