

UNIVERSITY OF ROCHESTER
Catering Waiver Application
Form

This form will need to be filled out and sent to the appropriate contact based on the location of your event. This form should be submitted as soon as possible but no later than 30 calendar days prior to any catered event (with a set number of attendees and predetermined group), when not using a caterer from the University's Approved Catering List. The form is not required for "drop off" food when less than 50 people attend and all are University staff. However, all University requirements for food vendors as listed on page 2 must still be met. Once the form is received, decisions will be made as to the requirements necessary to serve food at your event, including what type of health permit and any insurance information that will be necessary. Submitting this application is only the first step. All decisions will be provided in writing. Please realize waivers will not be granted unless it is clear that none of the approved caterers are able to meet your group's needs. Submitting this form early in the process can help your organization have a successful event by utilizing University resources that can assist you. If you have any questions regarding the process or filling out this form please contact the appropriate office listed at the end of this form. The Environmental Health & Safety Department does charge a \$30 processing fee to be paid by cash, check or 312 requisition.

NOTE: Alcohol cannot be served at events unless a caterer on the approved list is used.

Name of Event _____ Date of Event _____

Event location _____ Food serving: start time _____ end time _____

Organization/Dept. _____ Number of expected attendees _____

Person(s) in charge & phone#(s) _____

Name & phone # of person completing form _____

Type of event: private group _____ U of R only _____ U of R and outside community _____

Will grills be used? _____ If yes, what type _____

Will a tent(s) be used? _____ If yes, will it be enclosed? _____

Will alcohol be served? _____ If yes, who will be serving? _____

List food & beverage items to be served: _____

Food purchase location _____

Who will be preparing the food? _____

Who is the certified food handler overseeing the food preparation for this event?

List address and phone # if restaurant or caterer will be preparing the food:

Who will be serving the food?

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Explain need for waiver _____

Answer the following questions if your group will be serving the food.

How is the food to be transported?

What cold holding equipment will be used during the event?

What hot holding equipment will be used during the event?

Are there gloves and hats for workers? _____

Are there gloves and hats for workers? _____

What equipment will be used for hand washing? _____

Have you received a copy of the Sanitation Guidelines? () Yes () No

Have you gone over or plan to go over the Guidelines with all individuals involved with the preparation or serving process? () Yes () No

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Insurance Information: Please provide with Waiver Application copies of the following:

- Certificate of Insurance, naming the University of Rochester as an additional insured, evidencing the following insurance:
 - o General Liability Insurance w with \$1 M per occurrence/\$2M aggregate
 - o Auto Insurance with \$1M in coverage
 - o Worker Compensation Insurance as required by NYS
 - o Disability Insurance as required by NYS
- Copy of Monroe County Issued **Catering** Permit
- Copy of Current Food Safety Certification for at least 1 food handler

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Submit your application and accompanying paperwork to the following:

Tristan Kasper
Environmental Health & Safety
685 Mount Hope Ave, Box 278878
Phone: 275-3241
Fax: 274-0001
rkasper@safety.rochester.edu

Catering Waiver Request has been: () Approved () Denied

Signature

Date

Conditions for Approval or Reason for Denial: _____
