



CATERING WAIVER

This form must be completed and returned to the Event Services Office (Student Union Memorial Center, Rm 441), or by email at Su-sueventplanning@arizona.edu, at least 10 business days prior to your event. A response will be provided within two (2) business days. Please note that an approved waiver is required before arrangements with an off-campus caterer can be contracted. ** If the estimated cost for catering changes +/- 10% after this Waiver is submitted, a new Waiver application must be completed and returned to the Event Services Office.*

PLEASE PRINT OR TYPE THE FOLLOWING IN DETAIL:

Applicant Information:

Today's Date: _____

Department / Organization: _____

Name of Applicant: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Event Information:

Event Date: _____ Event Location: _____

Event Description: _____

Start Time: _____ End Time: _____

Number of Guests: _____ Total Estimated Cost of Food & Beverage: \$ _____ *

**(If the estimated cost for catering changes +/- 10% after this Waiver is submitted, a new Waiver application must be completed and returned to the Event Planning Office.)*

Reason for Waiver Request: _____

**(Waivers will not be approved based on source of funding.)*

Name of Prospective Caterer: _____

Approval Status:

Approved

Denied

Date: _____

Signature: _____

Comments: _____
