

## **Food Waiver and Events Reference Form**

As you envision and plan your event or meeting, it is important to keep in mind that our University Dining Services always has the first right of refusal to accept your request. We know that not every request can be accommodated and thus, maintain the Approved Vendor list for Event Planning for on-campus office and groups only. Outside groups must contact Catering at (804) 484-1440 to plan for beverage and food needs.

To plan an event:

1. Complete a University Events Reservation Request Form found at <https://ems.richmond.edu/EmsWebApp/>
2. If Dining Services is unable to accommodate your request, visit the Approved Vendor list for Event Planning: <https://campusservices.richmond.edu/purchasing/approved-vendors.html>
3. For liability reasons, a Food Waiver Application must be submitted for approval before hosting an event using the goods or services of an outside vendor. By submitting, a Food Waiver Application, the contact or coordinator is agreeing on behalf of the group or organization to release the University of Richmond Dining Services from any responsibility or liability for any injury or illness resulting from the consumption of any food or beverage which Campus Dining Services did not prepare, distribute or provide. In addition, the reserving individual/organization or department is responsible for ensuring all University policies are complying, including displaying the approved food waiver at the event.  
<https://events.richmond.edu/events/food-beverage-guide/food-waiver.html>
4. Waivers must be submitted a minimum of five business days in advance in the Campus Business Services office located on the upper level of the Heilman Business Services Center. This office shares the lobby with the Post Office, hours are from 8:30 am to 4:30 pm and the fax number is (804) 289-8779. In addition, food waivers and or questions may be e-mailed to Angela Moseley Scott at [CBSpurchasing@richmond.edu](mailto:CBSpurchasing@richmond.edu)
5. Menu Source: Name of the restaurant, grocery store or Sam's/Costco
6. Delivery Method: Will you pick-up/cater/delivery
7. Menu: Provide in detail what food you will serve
  - a. Potluck: This is for Staff/Faculty Only- detail menu description
8. Food at Proper Temperature: Explain how you will keep cold and hot foods at proper temperatures

## University of Richmond Food Waiver Request Form

Contact/Coordinator:	<input type="text"/>	Tel:	<input type="text"/>
Organization/Group:	<input type="text"/>	Fax:	<input type="text"/>
Name of Event:	<input type="text"/>	E-mail:	<input type="text"/>
Event Location:	<input type="text"/>	Event Date(s):	<input type="text"/>
EMS Reservation #:	<input type="text"/>	Expected Attendance:	<input type="text"/>
		Event Hours:	<input type="text"/>

- Check all that apply:**
- Student     
  Faculty/Staff     
  Public/Other  
 Served     
  Buffet (self-serve)     
  Event will be catered     
  Potluck (each person brings a food item to share)  
 Purchasing takeout from an area restaurant to be consumed immediately by the group or department  
 Food and/or beverages are to be prepared on-site and served to attendees, with or w/o charge  
 There is no charge to attend this event, nor will food or beverages be sold to attendees

Food Provider:  Delivery Method:

MENU:

Method used to keep foods at proper temperature:

The University has contracted with the Pepsi-Cola company for exclusive beverage representation on campus. The contract requires the University to only offer approved Pepsi-Cola products, stating that, "no Competitive Products are sold, dispensed, served, or sampled anywhere on campus." Per this agreement, products must be purchased from the local Pepsi-Cola bottler through the University's retail outlets or Dining Services. The purchase of Pepsi-Cola products from any non-campus retailer is not permitted. All University units and departments are required to abide by this contract whether purchasing beverages through an approved outside caterer or providing their own beverages for on-campus functions. For your convenience, Pepsi-Cola products may be purchased on-campus at ETC, the bookstore, or the Heilman Dining Center. For quantities greater than four (4) cases, and/or to request delivery advance ordering is required. To order, call (804) 289-8512, Monday through Friday from 8:30 am to 4:30 pm at least 5 working days prior to your event.

Beverage(s):  Beverage Source:

**Pepsi-Cola products include: soft drinks, bottled water, energy drinks, Tropicana Juice, Aquafina, Pure Leaf, and Gatorade**

It is hereby agreed that the aforementioned group will indemnify and hold harmless the University of Richmond from any claims or actions which may arise from the provision of food at the event described herein, and that you agree to properly refrigerate and hold all perishable items.

The signed waiver must be displayed in full view at the event please indicate how you would prefer to receive the event copy:

- E-Mail  
 Pick up at the Campus Business Services Office (Mon – Fri) between the hours of 8:30 am – 4:30 pm

Your Name:

Forward the form to: Campus Business Services Office, [CBSpurchasing@richmond.edu](mailto:CBSpurchasing@richmond.edu), or fax it to: 804-289-8779

### CAMPUS BUSINESS SERVICES OFFICE USE ONLY

- Waiver approved     
  Waiver denied     
  Must comply with beverage agreement

Approved by: \_\_\_\_\_ Date \_\_\_\_\_