OUTSIDE FOOD APPROVAL FORM

Today’s date: ____________________________       Event Date: ____________________________
Organizer’s Name: ________________________        Event Name: ____________________________
Organizer’s Title: _________________________        Event Location: _________________________
Organizer’s Tele#: _________________________        Event Times: Start ___________     END _______________
Group/Org/Dept: ___________________________         Number of Attendees: _____________________________
Vendor Name/Address: ________________________________________________________________

Is this a Food Truck: __________________________

• Outside Vendor Menu Items: (NO Nuts or Nut Products are permitted): An outside food waiver will only be granted after a thorough review by the Resident Director or assigned representative of Chartwells Dining, and securing a final approval by either the Executive Director or Associate Director of Auxiliary Services. Please list the items being purchased below:

______________________________________________________________________________________________

Proof of Insurance: All outside vendors MUST provide a certificate of insurance. Please obtain a copy and attach it to this form. Adelphi must be listed as the Certificate holder, and Adelphi requires General Liability, Automobile, Worker’s Compensation and an Endorsement to the General Liability, Listing Adelphi as “Additional Insured” “Primary and Non-Contributory” A photo/copy of a Department of Health Certificate from providing County that the Provider operates in. i.e., Nassau, Suffolk, Queens County.

Event Organizer agrees to only bring the above items listed. In the event the organizer fails to comply with agreed upon food items as stated above, Adelphi catering reserves the right to cancel all contract arrangements and the function without notice and without liability to the caterer. Adelphi Catering’s approval of all outside foods must be arranged (15) business days prior to the event date. Event organizers, and/or student groups, are responsible for all set up and cleanup of the above items not provided by Adelphi Catering. Failure to do so will result in a $250 cleanup fee of. All food brought in from outside vendors must be identified clearly by signs or place cards and clearly state where it came from.

Adelphi Catering Menu Items: ________________________________________________________________

Adelphi Catering Invoice #: ____________________________

Event Organizer: ____________________________                               _____________________________________
(Pint Name)     (Signature)
SCE Approval: ____________________________                               _____________________________________
UC, Rm 123
(Print Name)     (Signature)
Dining Services Approval: ____________________________                               _____________________________________
Jennifer Schirmacher
UC, LL
(Print Name)     (Signature)
Auxiliary & Event Svcs: ____________________________                               _____________________________________
Angelo Gagliano, Sr.
UC, Rm 106
(Print Name)     (Signature)