

Request for Contract Waiver of Campus Catering Agreement

By contractual agreement between GVSU and its vendors, all food and beverage at the Pew Campus must be purchased through the Conference and Event Planning Services. Any group desiring to provide food and beverage themselves for fund raising events on the Pew Campus must secure a contract waiver from one of the Conference and Event Planning Services Offices. Call 616-331-6620 for the closest location. Conference and Event Planning Services will not, under these situations be held legally liable for any and all happenings at or related to this event. Therefore, an approved contract waiver must be in possession of a group member who will be present throughout the event.

Contract waivers are generally granted when refreshments/food are served in the following situations:

1. A campus sponsored fund raiser
2. At the discretion of the Conference and Event Planning Services in special consideration where products to be used are donated by vendors.

Room arrangements must first be secured through the Conference and Event Planning Office. Contract Waiver may then be obtained by completing this form and submitting it to the Conference and Event Planning Office.

Today's Date: _____

Name of Organization: _____

Event Location: _____

Event Date: _____ Event Time: _____

Do you have external guests attending your event? _____

Product to be served: _____

Food Donated by (will be displayed on a sign to give recognition to group):

Is this something our caterer could provide? If not, why?

Due to Health Department Regulations, proper food preparation and storage is required.

Will food preparation be required? Yes ____ No ____

If "yes", where will it be stored? _____

Person Requesting Waiver: _____

Email Address: _____

Phone: _____

GVSU Faculty/Staff Advisor or Person Responsible: _____

Department: _____ Phone: _____

Contract Waiver

Conference and Event Planning Services agrees to waive its' catering rights for the above event.

The individual above has assured GVSU that all items are being donated or are for fund raising activities. If there are any other needs, the group will contact the Conference and Event Planning Office for assistance. The named organization also acknowledges their responsibility for proper food preparation and storage and is liable for any issues arising at the listed event.

Date: _____ Conference and Event Planning Manager: _____

Application Approved or Denied: _____

Reasons for Denial: _____

Updated 5/11