

CATERING EXEMPTION FORM
RETURN TO PANTHER CENTRAL
LITCHFIELD TOWERS MAIN LOBBY
412-648-1100

| | |
|--|--------------------------|
| Today's Date: | Requester's Name: |
| <i>Exemption requests must be placed at least THREE (3) weeks in advance of the event.</i> | |
| Requirements for consideration of outside caterers are: | |
| <ol style="list-style-type: none"> 1. a) Provide an up-to-date certification with the Allegheny Health Department. <li style="padding-left: 20px;">b) a Certificate of Insurance for \$1,000,000 each occurrence, property and product liability, naming the University of Pittsburgh as the insured (Description of Operations section on the certificate should read: "University of Pittsburgh is an additional insured for commercial general liability and automobile liability for catering services provided." Notice for cancellation should be 30 days). <li style="padding-left: 20px;">c) a Bid including an estimate of cost from the preferred Caterer/Vendor. All items are to be submitted with this form. | |
| 2. If Caterer cannot provide insurance, the requester will be charged a \$100.00 per event, fee to obtain insurance. Insurance must be paid at the time of request. | |
| Date of Event: | Time of Event: |
| Name of Organization: | |
| Department Account Number, for Insurance, if applicable: | |
| Location of Event: | |
| Requester's Phone Number: | Fax Number: |
| Email Address: | |
| Requester's Address: | |
| Number to Attend: | |
| Serving Alcohol? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If Yes, a University Bartender must be scheduled for this event. | |
| Reason that the University's Food Service is not catering this event? | |
| | |
| | |
| Caterer of Choice: | Phone Number: |
| Menu Items: | |
| | |
| | |
| Has this Caterer provided services for your event in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes, For what type of event: | |
| <input type="checkbox"/> Location Approved by Reservations Office | Date: |
| <input type="checkbox"/> Catering Exemption Request is Approved | Date: |
| <input type="checkbox"/> Catering Exemption Request is Denied | Date: |
| Authorized Signature: | Date: |

NOTE: The requester is responsible for obtaining the approval for University facilities from Facilities Management and/or the appropriate facilities department. Special permission must be obtained and granted for groups to use the WPU and Frick Fine Arts Building.