

University of Richmond
Food Waiver Request Form
EVENT PLANNING: <http://events.richmond.edu/>

Contact/Coordinator: _____

E-Mail: _____

Organization/Group: _____

Tel: _____

Name of Event: _____

Fax: _____

Event Location: _____

UR Confirmation #: _____

Event Date(s): _____ Event Hours: _____

Expected Attendance: _____

Check All That Apply: Served Buffet (self-serve) Catered

Students

Potluck (each person brings a food item to share)

Faculty/Staff

Purchasing takeout from an area restaurant to be consumed immediately by the group or department

Public/Other

Food and/or beverage to be prepared on site and served to attendees, with or without charge

There is no charge to attend this event nor will food or beverages be sold to attendees

Menu Source:

Delivery Method:

Method used to keep foods at proper temperature :

MENU:

The University has an exclusive beverage agreement with the Coca-Cola Company and has agreed to exclusively serve Coca-Cola and Minute Maid products. Per this agreement products must be purchased from the local Coke Bottler and prohibits the purchase of Coca-Cola products from any retailer. For your convenience Coke products may be purchased on campus at ETC or the Heilman Dining Center. For quantities of one twelve-pack to four cases (24 per case) on a pick-up basis visit ETC located in the lobby of the Heilman Dining Center. For quantities greater than four cases, and/or to request delivery advance ordering is required. To order dial 804-289-8512, Monday - Friday from 9:00 a.m. to 4:30 p.m. at least three (3) business days in advance. Coca-Cola products: Soft Drinks, Bottled Water, Energy Drinks, Minute Maid Juice, Seagram's, Nestea & PowerAde.

Beverage(s):

Beverage Source:

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 display in full view at event please indicate how you would prefer to receive the event copy:

Mail Fax

Pick up at the Heilman Business Center Office (Mon-Fri) between the hours of 8:30 - 5:00

Your Name: _____

Forward form to: Heilman Dining Center Business Office, Att: Purchasing/Food Waiver or fax to: 804-289-8779

HEILMAN DINING BUSINESS CENTER OFFICE USE ONLY

Waiver approved Waiver denied Must comply with beverage agreement

Approved by: _____

Date _____