Sodexo Catering Waiver Request

NSU Dining Services has priority consideration for all university-funded catering requests. While we strive to meet all needs, we recognize that certain requests may fall outside our service capabilities.

Instructions:
NSU departments and student organizations seeking outside catering services must submit the required Waiver Request Form to kassadi.monica@sodexo.com at least 7 days before the scheduled event date. Non-university groups must use Sodexo food services.

Department/Organization: _____
Contact Name: _____ **Contact Number:** _____
Contact Email: _____

Event Name: _____ **Event Date:** _____
Location of Event: _____ **Number of Attendees:** _____
Event Start: _____ **End Time:** _____
Estimated Cost or Budget for Event: _____

Reason for Catering Waiver Request:

Outside Vendor Requested: (Business name and address, vendor contact person and phone number, attach proof of liability insurance)

Type of Service to be Provided:

Requester Name: _____ **Signature:** _____
Department Head Name: _____ **Signature:** _____

FOR NSU DINING SERVICES USE ONLY:
DATE RECEIVED: _____ DATE APPROVED: _____
APPROVED: YES ___ NO ___ GENERAL MANAGER: _____