Catering Services Waiver

Group Name: _____ Contact Name: _____

Contact Email: _____ Contact Phone #: _____

Title of Event: _____

Event Location(s): _____ Event Time(s): _____

Day(s) of Event: _____ Date(s) of Event: _____

Reason For Request: _____

_____

_____

Sodexo is by contract with Bentley University the sole provider of dining services for the Bentley University community. Sodexo recognizes the fund raising activities of many of the university's organizations and therefore outlines the following contract for any organization who whishes to obtain food outside of the contractual agreement with Bentley University. (Prices of catering are approved in a year-to-year agreement with Bentley University and are non-negotiable with the event planner.)

1. Food may be procured if the meal cannot be reproduced due to dietary or religious restrictions or if Sodexo's staff is unable to reproduce the meal due to cultural nuances. Sodexo shall be given a recipe and will conduct a taste panel for any group who wishes to invoke this part (at least 4 weeks prior to event.) If a waiver is granted, participating members of the organization may cook their own recipes and bring their own food as the donation to the party. The organization may obtain food from another caterer/vendor and bring onto the Bentley campus if Sodexo cannot provide the items needed.

2. Organization members may prepare baked goods for fund raising "bake sales" for on campus sales.

3. If a waiver is in fact approved and signed, 100% of the program in terms of food and beverage will need to be supported by that organization – NO support from Sodexo will be provided. (This includes utensils, napkins, plates, tablecloths, salt & pepper, cups, ice etc.)

Sodexo Dining Services or Bentley University is not responsible for any food borne illness in patrons resulting from external purchased foodstuffs and beverages.

The organization whom I represent agrees to adhere to the above guidelines.

_____ _____

Catering Director Date: Authorized Student Rep. Signature Date: