



REQUEST FOR CATERING SERVICE WAIVER

Waiver approvals will only be granted under very limited circumstances.

To complete the approval, we will require the submission of the following documents with this form:

- Caterer's or Sponsor's Business License
- Caterer's or Sponsor's Certificate of Insurance (limits will be provided)
- Caterer's or Sponsor's State of Georgia Food Service Permit
- Caterer's or Sponsor's quote for the event

These documents must be included with this waiver form. If they are not included, you will be asked to provide them before your request can be reviewed.

THE WAIVER FORM MUST BE SUBMITTED AT LEAST **15 BUSINESS DAYS** PRIOR TO THE EVENT
ALONG WITH A **WAIVER FEE** MADE PAYABLE TO CLAYTON STATE UNIVERSITY.

Waiver fee is 10% of catering invoice or \$300, whichever is greater.

TELL US ABOUT YOUR EVENT:

Date of Request: _____

Individual Requesting Waiver: _____

CSU Department or Office: _____

Phone number: _____ E-mail: _____

Date of Event: _____

Event Start Time: _____ Event End Time: _____

Type of Event: _____

Event Location: _____ Number of Attendees: _____

Is the event open to the campus community (Yes/No): _____

If food at this event being provided free of charge to the guests/attendees of event (Yes/No): _____

Is the food at this event being donated (Yes/No): _____

How is the food for this event being delivered to campus (check one):

_____ Food is being delivered by Caterer _____ Food is being picked up by department/organization

Last updated: Oct. 2023

How is the food at this event being served (check all that apply):

☐ Individually pre-packaged servings

☐ Served buffet style

☐ Self-service Buffet style

☐ Plated dinner service

TELL US ABOUT YOUR QUOTES

Aladdin contacted on _____, by _____

Aladdin point of contact _____

Aladdin quote for catering service*: \$ _____

Services included in the quote (check all that apply):

Set up _____ Linen _____ Service _____ Bartending _____

Other services not listed above: _____

*** Please note:** Aladdin must be given the opportunity to provide a revised proposal and price quote after the alternative caterer's quote is obtained. If Aladdin is able to provide a comparable proposal within 15% of the alternative caterer's quote, the waiver will not be considered for approval.

Name of Alternative Caterer/Vendor: _____

Quote from Alternative Caterer/Vendor: \$ _____

Services included in the quote (check all that apply):

Set up _____ Linen _____ Service _____ Bartending _____

Other services not listed above: _____

Reasons for submission of waiver:

DO NOT write below this line. CSU Administrative Use ONLY.

Waiver Approved _____

Waiver Denied _____

Nick Henry or designee
Vice President, Business and Operations

Date

NOTE: Copy of certificate of liability insurance for Alternate must be attached to this request for waiver.
