

FOOD WAIVER AGREEMENT AND GUIDELINES

Meeting and Event Accommodations

KANSAS STATE UNIVERSITY HOUSING AND DINING FOOD QUALIFICATIONS

Thank you for choosing our facilities to host your upcoming event. Whether your catering needs call for a lavish reception, a small get together, a business meeting or conference, we understand how important selecting a vendor can be when planning your event.

We encourage all events that include food to first make a consultation with JP's Sports Grill, the exclusive caterer for Jardine and Kramer Event Spaces. JP's has a broad assortment of food and drink options from which to choose.

Occasionally, special circumstances require special catering options. In this case, all food and beverages must be provided by an approved vendor. The food exceptions menu must be approved by JP's Catering using this Food Waiver Form. Use this form when requesting a waiver of services from JP's Catering. In particular, those wishing to provide their own food for their event or those who wish to use a caterer not associated with the Kansas State University Department of Housing and Dining Services.

FOOD WAIVER FORM

Please read and check each to show that by submitting the food waiver, you understand:

- This form must be received by the Meeting and Event Accommodations office a minimum of 10 days prior to the event. Late forms will not be considered.
- Submitting a food waiver does not automatically guarantee approval.
- You will hear a response from Events Staff within 48 business hours.

CONTACT INFORMATION

Date of Application: _____

Contact Name: _____

Contact Telephone Number: _____

Department/Organization: _____

Date of Event: _____

Email Address: _____

Fax: _____

EVENT DESCRIPTION

Served by: _____

Name of Caterer: _____

- Club/Organization Event
- Meeting
- Purchase pick-up or carryout products from a public restaurant or grocery store for group consumption
- Reception
- Other: _____

How will the food be delivered? _____

What equipment will be used to keep food hot or cold? _____

EVENT INFORMATION

Event Location: _____

Name of Events Office Staff Contact: _____

(Contact 785-532-2267 if you are unsure)

Event Start Time: _____

Event End Time: _____

Guest Count: _____

Description of Event: _____

Reason for Request: _____

MENU INFORMATION

List name and quantity of items on the menu.

ADDITIONAL COMMENTS

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- All events containing food and/or beverage held in Jardine and/or Kramer Events Spaces must be catered by JP's and other Housing and Dining Vendors unless a food waiver request form has been approved.
- Per Kansas State University policy, all alcohol must be purchased and provided by JP's Catering.
- Submission of this form does not constitute a room reservation with Meeting & Events Services.
- Food waiver request form must be received by the Housing and Dining Meeting and Events office at least 10 business days prior to the date of the event. Forms received not within this window will be automatically denied.
- I agree that only the menu items listed will be offered at this event.
- I understand that neither Housing and Dining Meeting and Events office nor JP's Catering will be liable for illness or casualty resulting from this food.
- I agree to take all necessary precautions related to food safety, sanitation, preparation and storage.
- I understand that it is my organization's responsibility to maintain the cleanliness of the meeting area including the removal of food, utensils and trash. The room must be returned to its original state.
- Occasionally, events have special circumstances where catering options do not meet the needs of the events such as, cultural specific options.
- Donations: All donated food must be processed or prepared in a licensed food service operation, or in an establishment or place, meeting equivalent requirements of the Kansas State University Public Safety Policies. A letter of donation from the licensed food operator to the Housing and Dining Meeting and Events office must be provided 10 business days in advance of the event.
- Exceptions may be granted ONLY in limited situations such as to support a specific cultural/religious/ethnic program.

I have read and agree to abide by the Food Waiver Guidelines. (This is required to submit a food waiver request.)

Signature of Applicant

DATE