



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:** _____