**Western Oregon University Catering Waiver Form**

Requesting Person(s) Sponsoring Organization

Event Title Event Date Event Time

Event Location Number of Guests

Requestor Phone Number Requestor Email

Reason for Request

Will food for this event be “self” catered **or** supplied by an outside caterer?

If you would like to use an outside caterer, please attach the following information:

* Name, phone number and address of caterer.
* Written bid from outside caterer listing all items and services provided and cost.
* Copy of County Restaurant License.
* Copy of Liability Insurance
1. Maintaining $1,000,000 minimum insurance coverage for all liabilities. Western Oregon University shall be named as an additional insured under such policy.
2. Indemnify, defend and hold harmless the State of Oregon, Western Oregon University, it’s officers, agents and employees from all claims, suits or actions of any nature arising out of use of facilities, other than negligent acts of Western Oregon University, it’s officers, agents and employees as stipulated in the Oregon Tort Claims Act.
3. Accept financial responsibility for any damages to Western Oregon University facilities and/or equipment arising out of this agreement.

If you plan on “self” catering, please provide the following information:

What food and beverages are you planning on serving?

Where will you purchase the food?

Where will you prepare the food?

If you plan on serving food or beverages that **you** will prepare, or anything that needs to be cooked, kept hot, warm or cold, you may be required to obtain a temporary restaurant license from Polk County.

If your request for a waiver is approved, you will be notified as to whether or not you will need to submit a temporary license application. If you are required to submit an application and we do not receive a copy of the approved license **prior** to the event, you will not be allowed to serve food or beverages.

Applicant Signature Date

Approved Denied Date

Signature