

Event Services Office
Tel: (520) 621-1989
Fax: (520) 621-2545
sueventplanning@email.arizona.edu



Arizona Student Unions
1303 E. University
P.O. Box 210017
Tucson, AZ 85721-0017
union.arizona.edu

CATERING WAIVER

This form must be completed and returned to the Event Services Office (Student Union Memorial Center, Rm 348), or by FAX, (520) 621-2545, at least 10 business days prior to your event. A response will be provided within two (2) business days.

Please note that an approved waiver is required **before** arrangements with an off-campus caterer can be contracted.

* If the estimated cost for catering changes +/- 10% after this Waiver is submitted, a new Waiver application must be completed and returned to the Event Services Office.

PLEASE PRINT OR TYPE THE FOLLOWING IN DETAIL:

Applicant Information:

Today's Date: _____
Department / Organization: _____
Name of Applicant: _____
Address: _____
Phone: _____ Fax: _____
E-Mail: _____

Event Information:

Event Date: _____ Event Location: _____
Event Description: _____
Event Times: Start: _____ End: _____
Number of Guests: _____ Total Estimated Cost of Food & Beverage: \$ _____ *

*(If the estimated cost for catering changes +/- 10% after this Waiver is submitted, a new Waiver application must be completed and returned to the Event Planning Office.)

Reason for Waiver Request: _____

*(Waivers will not be approved based on source of funding.)

Name of Prospective Caterer: _____

Approval Status:

Approved Denied Date: _____

Signature: _____

Comments: _____

