



Request for Catering Policy Exception

Name of Event _____ Event Date _____

Location of Event _____ # Attendees _____

Event Contact _____ Phone # _____

Department/Organization _____

Email Address _____

The reason for request for exception and food and beverages to be served must be detailed in an attached narrative.

Name and Description of Event _____

Name of Proposed Outside Caterer _____

Event Contact Signature

Date Submitted

Requests must be submitted a minimum of 20 business days prior to the event to the Retail Management office located on the first floor of MacAlister Hall.

Phone: (215) 895.6187 Fax: (215) 895.0980

If request is approved, proof of external caterer's insurance requirements must be submitted to the Event Services Office at least 2 business days prior to the event to avoid cancellation. For more information please contact (215) 895.2520. All student groups must contact the Campus Activities Office to discuss the contract and insurance process for an outside caterer. For more information please contact (215) 895.1328.

The external caterer is responsible for all related catering services including but not limited to linens, serving equipment, staffing, setups and utensils.

Approved _____ Denied _____

Drexel Business Services

Date