

SDSU CATERING WAIVER APPROVAL FORM
MUST BE TURNED IN 3 WEEKS PRIOR TO EVENT
Required for ALL food sources (Ask for additional paperwork for on campus vendors)
***Outside vendors may NOT sell on campus**

Event Name _____ Date _____ EAS # _____

Location _____ Time _____ to _____ Expected Attendance _____

Description:

Fundraiser Aztec Nights Student Org Meeting Reception Rush Event/Tabling High school Conference
 Performance/Show Other: _____

Type:

Open to Public (any and all people, no invitation required) Closed Event (members/invitation only)

Contact Information:

Name _____ Phone _____ Email _____

Sponsoring Org/Department _____

If purchasing food from restaurant or caterer, please see Certificate of Liability Insurance box below.

If purchasing pre-packaged food from grocery store or on campus vendor, Certificate of Liability Insurance is NOT required. Please fill out bid list table at the bottom of the page.

How is food being transported to campus?

Dropped off by food vendor Pick up Other: _____

Who is serving the food?

Outside caterer Student Org Self-serve Other: _____

Certificate of Liability Insurance must be provided by an off-campus source. Please reference *Aztec Shops, Ltd. Insurance Requirements* for coverage limits and required additional insureds and endorsements. Vendors must provide the following insurance:

Commercial General Liability is needed for ALL outside food sources including policy number, current effective dates, additional insureds and endorsements.

If you checked “drop off by caterer”, you will need **Automobile Liability** including policy number, current effective dates, additional insureds and endorsements.

If you checked “outside caterer” to serve food, you will need **Workers Compensation** including policy number and current effective dates.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

The State of California, the Trustees of the California State University, San Diego State University, the campus of San Diego State University, Aztec Shops, Ltd., and their respective principals, trustees, beneficiaries, members, partners, shareholders, officers, directors, managers, employees, agents, contractors, volunteers, successors and agents (“collectively Aztec Shops and Related Parties”) are named as additional insureds

The Certificate Holder is to be listed as follows:

Aztec Shops, Ltd.
 Attn: SDSU Catering
 San Diego State University
 San Diego, CA 92182-1701

Bid List:

Food Items (use additional paper if needed) *All beverages must be Pepsi products	Store *Ask for additional paperwork for on campus vendors	Quantity	Price	Served (hot, cold, room temp)	Hot/Cold Holding device (Sternos is NOT allowed)

Office Use Only

Date Received: _____ Complete Incomplete

Approved By: _____ Date: _____