Date of Submission: ________________ Date of Event: ___ / ___ / _____

Group/Organization: __________________________ Location of Event: __________________________

Purpose of Event: __________________________

Is this an open public event (open to all members of college community)?

Yes ☐ No ☐

Source(s) of Food/Beverage (List All):

____________________________________________________

Duration that Food is to be Served: From: _____ To: _____ Expected Attendance: _________

Food being served is intended for resale:

Yes ☐ No ☐

Food/Beverage being served (Please be as specific as possible - insufficient detail):

No Potentially Hazardous Food Items will be Approved. This includes but is not limited to:

1. ____________________________________________ 5. ____________________________________________
2. ____________________________________________ 6. ____________________________________________
3. ____________________________________________ 7. ____________________________________________
4. ____________________________________________

Externally Catered Events (Those not catered by BMC Catering) require a contract detailing that a licensed caterer is solely responsible for: Set up of event, providing appropriate sanitary equipment, safe service of food within Montgomery County Health Department Guidelines & Complete Breakdown of event including cleaning and trash removal. The caterer must also provide a current proof of liability insurance form. BMCDS also requires an insurance & indemnification form (located on the BMCDS Catering page) to be signed for each event served by the licensed caterer. Guidelines given for proper health and sanitation procedures upon returned approval of food waiver.

Person Responsible for Event (print) __________________________ Signature __________________________ Email __________________________ Email of Additional Recipient __________________________

Dining Services Only—Do not write below this line

Approval ☐ Denial ☐

Director- BMCDS __________________________ BMCDS Signature __________________________

Notes for Service - (These notes must be followed for safe service of this food):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Internal Checklist

☐ Proof of Insurance

☐ I & I

☐ Contract

Housekeeping/Conferences Check: Was Food/Trash properly cleaned up? Yes ☐ No ☐

Date __________ Date __________ By __________________________

Details ________________________________________________________________

Self Catered Events: Please dispose of your trash at the location listed on back page

3.19
SELF CATERED EVENTS: PLEASE DISPOSE OF YOUR TRASH AT THESE LOCATIONS:

**BENHAM GATEWAY**
Outdoor container by Gateway facing Sunken Garden

**BETTWS-Y-COED**
*Outdoor container behind Bettws-y-Coed*

**CAMBRIAN ROW/PENSBY**
*Outdoor container by tennis courts*

**CAMPUS CENTER**
*Dumpster by Radnor*

**DALTON**
*Outdoor container behind Guild*

**ENGLISH**
*Outdoor container behind English*

**GOODHART**
*Dumpster in Rock Courtyard*

**GUILD**
*Outdoor container behind Guild*

**PARK**
*Dumpster in Park parking lot*

**RUSSIAN**
*Outdoor container behind English*

**SCHWARTZ**
*Outdoor container behind Schwartz*

**SOCIAL WORK**
*Outdoor container by parking lot entrance doors*

**TAYLOR**
*Outdoor container behind Merion*

**OLD LIBRARY**
*Outdoor container between College Hall & Canaday*