

Request for FOOD & BEVERAGE WAIVER

FAX COMPLETED FORM TO 610 526 7401
OR SEND TO BMCDS, CARTREF BUILDING
OR EMAIL TO EMEAL@BRYNMAWR.EDU

BEFORE FILLING OUT A REQUEST FOR A FOOD AND BEVERAGE WAIVER, PLEASE CONTACT BRYN MAWR COLLEGE CATERING (610 526 5236 OR wyndham@brynmawr.edu). BRYN MAWR COLLEGE CATERING CAN ACCOMMODATE YOUR FOOD AND SUPPLY NEEDS AT A REASONABLE PRICE.

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: ITEMS CONTAINING PROTEIN, DAIRY OR OTHER . INGREDIENTS CONSIDERED TO BE HIGH RISK OR ITEMS WHICH MUST BE HELD HOT OR COLD TO MAINTAIN FOOD SAFETY.)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

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
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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 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