

# Request for FOOD & BEVERAGE WAIVER

**FAX COMPLETED FORM TO 610 526 7401, OR SEND TO BMCDS, CARTREF BUILDING**

**BEFORE FILLING OUT A REQUEST FOR A FOOD AND BEVERAGE WAIVER, PLEASE CONTACT BRYN MAWR COLLEGE CATERING (610 526 5236, FAX 610 526 7532). BRYN MAWR COLLEGE CATERING CAN USUALLY 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

APPROVAL  DENIAL

On behalf of Bernie Chung Templeton, Director- BMCDS

Email of Additional Recipient

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*

**THOMAS**

*Outdoor container between Thomas and Canaday*