



Catering Event Waiver Request Form

Chartwells -Pace University Pleasantville



Date of Submission:

Name of Organization

Contact for Waiver

E-mail

Phone Number

Event Information

Date of Event

Time of Event

Confirmed Space Location

Type of Catering

Reason For Waiver Request

Total Amount Cost
(Approximate)

Serving Amount
(Amount of people you are expected to feed)

**** Student Organizations that is applying for BAC funding you MUST have this form completed and attached to your BMS ****

Chartwells USE ONLY

Staff Reviewer

Results of Review APPROVED NOT APPROVED

Date of Review

**** Chartwells will ONLY take responsibility that pertains to food handling when food is under their care and jurisdiction. Once food is in the care of the Organization it is no longer Chartwells responsibility once the group decides to cook or handle the food themselves****