



# Food Waiver Request Form

A food waiver request must be initiated six (6) weeks prior to the event.

## Your Name

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First Name

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Last Name

## Your Email

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example@example.com

## Your Phone

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Area Code

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Phone Number

## Name of Organization/Department

## Location of Event

## Date of Event

\_\_\_\_\_  
Month                      Day                      Year

## Start Time of Event

\_\_\_\_\_  
Hour                      Minutes

## Projected Number of Event Attendees

\_\_\_\_\_

Name of Requested Off-Campus Caterer/Vendor (if your organization or department is preparing food instead of using an off-campus caterer, please put the name of your organization or department)

\_\_\_\_\_

Please list full menu \*

	Description of Item	Quantity	Price Per Item	Total
Item 1				
Item 2				
Item 3				
Item 4				
Item 5				
Item 6				
Item 7				
Item 8				
Item 9				
Item 10				

Total Cost:

\_\_\_\_\_

**Anything else we need to know about this request?**

**Indicate your acceptance and understanding of the following**

	I Agree and Understand
<p>Once a complete food waiver request form is submitted, you will receive a response to your waiver request within five (5) business days to the email address you provided. If Bothell Dining can meet the same economic terms as your alternative caterer/vendor for your event, your food waiver request may not be granted.</p>	
<p>The approved food waiver notification must be displayed at all times during your event. Once a food waiver request is approved, Bothell Dining will not provide additional resources including but not limited to service-ware, beverages, ice, linens, etc.</p>	
<p>Bothell Dining, operated by Aramark, is the exclusive food and beverage service provider for the University of Washington-Bothell. Food and beverage purchases \$250 and greater or served on UW property must be purchased exclusively from Bothell Dining unless a food waiver has been granted by Bothell Dining.</p>	
<p>In all cases a Food Approval Form is to be used to provide appropriate documentation for compliance with the UW Food Approval Policy and UW Bothell Food Purchase Policy for all food purchases. When food is ordered through Bothell Dining a Temporary Food Service Permit is not required.</p>	

**Thank you for your request.**

**Please email completed form to Bothell Dining at [chavez-christina4@aramark.com](mailto:chavez-christina4@aramark.com)**