



To Whom It May Concern,

Thank you for submitting your Catering Proposal Approval form to SDSU Catering. Please take a moment to look over the following procedures regarding the Catering Proposal Approval process. All proposal packets must be submitted to SDSU Catering for consideration **three weeks** prior to your event. A proposal must be submitted to SDSU Catering and approved prior to outside vendors coming to campus. Any proposals submitted after the three week deadline may be subject to refusal.

All Catering Proposal packets must be complete at time of submittal\*, and should include the following documents from the **selected off-campus vendor**: (examples of the forms are attached for reference)

- A catering bid on company letter head or receipt which lists all individual food items, portion sizes, and cost
- \*Liability Insurance (submitted upon approval of this waiver and must be submitted within 24 hours)
- Current Health Permit
- Health Inspection Report
- Current Food Service Manager Certificate
- Food Prep, storage, service and clean-up methods to be provided in writing.

Along with the above required documents, please provide a brief description of your event.

Please note, any scanned or faxed documents that are illegible must be submitted to our office in person.

If you are requesting to have **pre-packaged food items** from your local grocery or wholefoods store, your packet should include the following:

- List of all food items being purchased
- Written explanation of how food will be transported and stored during your event

Please submit packets to the SDSU Catering office, located on the North side of East Commons. For your convenience documentation may be emailed to [catering@sdsucatering.com](mailto:catering@sdsucatering.com) with "Waiver" noted in the subject line or faxed to 619.594.7476. Feel free to contact the catering office with any questions at 619.594.7641. Keep in mind that it is the client or organizations responsibility to provide all forms in a timely manner.

Thank you,

Kimberly Malinowski

Kimberly Malinowski, General Manager  
SDSU Catering, Faculty Staff Club  
Aztec Shops, LTD  
San Diego State University

**Catering Waiver Approval Form**  
**MUST BE TURNED IN 3 WEEKS PRIOR TO EVENT**  
*For catering provided by an off-campus source*

Event Date \_\_\_\_\_ EAS# \_\_\_\_\_ Packet Complete:  Yes  No<sup>1</sup>

Student Org Meeting:  Yes  No If No, Open to the Public:  Yes  No Invite Only Event:  Yes  No

Sponsoring Org/Department \_\_\_\_\_

Contact<sup>2</sup> \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Event \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Expected Attendance \_\_\_\_\_ (Room) Location for Food Service \_\_\_\_\_

Requested Off-Campus Source (i.e. Restaurant, Catering, Grocery Store) \_\_\_\_\_

**All beverages must be Pepsi Products only.**

Below is a list of documents that must be attached and are subject to review and approval from SDSU Catering. These forms are required **ONLY** if the event has been waived to another caterer/restaurant. Please take note that the SDSU Environmental Health and Safety office may require additional documentation prior to event approval.

- [ ] Written official catering company bid from off-campus vendor source. May be emailed from manager/owner. (Bid must include a list of individual items: brands of food or beverages, quantities, portion/serving sizes & costs)
- [ ] Copies of the following from the above off-campus vendor source (unless pre-packaged from a Grocery Store):
  - [ ] Cert. Liability Ins.—**Please list the following as additional insured:**  
*Aztec Shops, Ltd., the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers, and agents.*
  - [ ] General Liability w/Policy Number & the Effective date(s) Current + Not Expired – required before the event
  - [ ] Automobile Liability Policy Effective /Current - required for events if delivering/driving on campus
  - [ ] Workers Compensation & Employers' Liability Policy Effective /Current - required for staffed events

<sup>1</sup>Incomplete forms must be completed within 2 business days. Incomplete packets may be denied.

<sup>2</sup>Only one representative from the Student Organization will be the main contact for the event and will be responsible for all correspondence/ changes

Sternos may not be used at any function which is not catered by SDSU Catering.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

SDSU Catering  
Aztec Shops, Ltd.

For Office Use Only

Form Received \_\_\_\_\_ Form Sent to EHS \_\_\_\_\_ Corporate Approval \_\_\_\_\_

Waiver Denied \_\_\_\_\_