

Catering Exemption Form

Date _____

Event Date _____

Event Start _____

Event End _____

Event Location _____ Event Name _____

Office, Department, or Organization Name _____

Contact Name _____

Contact Email ____@nwmissouri.edu

Catering services must be provided by Northwest Campus Dining in all areas located on Northwest Missouri State University's campus. No outside food or beverages can be brought into, served, or sold on the Northwest Campus. This is in accordance with the University Food Policy. For questions about this policy, please contact Mark Hendrix at mhendrix@nwmissouri.edu.

Northwest Campus Dining recognizes that authentically prepared food is an integral part of cultural events and celebrations that are sponsored by Northwest Missouri State University student organizations. Student organizations are encouraged to use the services of Northwest Campus Dining or the restaurants that are located in the building. We are committed to working with your organization to make it a successful one. Our executive chef and catering team have the expertise to work at meeting your organizational needs. An event planning meeting will need to be set up with our Northwest Catering department at least 3 weeks in advance of your event date.

Exemptions to the University Food Policy must be approved by the Director of Campus Dining minimum of (3) weeks prior to your event date. Certain criteria need to be met for an exemption to occur and submission of the form does not constitute approval. This form will also be filed in the Auxiliary Services office. The Auxiliary Services office does not have any authority to approve catering exemptions but merely is the custodian of records regarding the catering exemptions.

In the event your event is exempted, an Acknowledgement of Organization Obligation Form will need to be completed.

Please describe the reason/activity requesting the exemption to the University Food Policy and the number of guests expected:

Contact Signature _____

Office Use Only

Approved _____

Denied _____

Signature of Campus Dining Representative

Date