

APPROVAL OF FOOD FUNCTION ON CAMPUS (NOT CATERED BY ONSITE FOOD SERVICES)

Name of Organization: _____

Date and Time of Event: _____

Location of Event: _____

Number of Participants: _____

Event Theme: _____

Menu: _____

Food Prepared by:* _____

*A copy of the preferred caterer's vendor permit must be provided to Retail Services 7 days prior to event date.

Food donated?	Yes	No
Charging admission?	Yes	No
Charging for food?	Yes	No
Soliciting Public?	Yes	No
Liquor Service?**	Yes	No

**If yes, a copy of the Special Occasion Permit will be provided to Retail Services 14 days prior to event date.

WAIVER:

It is hereby agreed that the aforementioned Client will indemnify and hold harmless Humber Polytechnic and any of its servants, employees, visitors and/or invitees from any claims or actions which may arise from the provision of food and/or alcohol service at the event described herein, and will be fully responsible for complying with any applicable liquor control regulations and/or food safety guidelines.

Group Representative's Name: _____ Tel: _____

Group Representative's Signature: _____ Date: _____

Approved by: _____
Katie Evans, Manager, Campus Dining & Retail
Services

Date: _____

Copy: Chartwells Campus Services Public Safety Applicant

Email complete form to: **diningplan@humber.ca**