

Request for FOOD & BEVERAGE WAIVER

SEND TO BMCDS, CARTREF BUILDING
OR EMAIL TO EMEAL@BRYNMAWR.EDU

**BEFORE FILLING OUT A REQUEST FOR A FOOD AND BEVERAGE WAIVER, PLEASE CONTACT
BRYN MAWR COLLEGE CATERING (610 526 5236 OR wyndham@brynmawr.edu).
BRYN MAWR COLLEGE CATERING CAN ACCOMMODATE YOUR FOOD AND SUPPLY NEEDS AT A REASONABLE PRICE.**

PLEASE NOTE: INCOMPLETE WAIVERS WILL BE REJECTED

DATE OF SUBMISSION : _____

DATE OF EVENT : _____

FORM IS DUE AT LEAST 48 HOURS IN ADVANCE OF EVENT DATE

COLLEGE GROUP/DEPARTMENT/ORGANIZATION: _____

CAMPUS LOCATION OF EVENT : _____

PURPOSE OF EVENT: _____

ANTICIPATED ATTENDANCE: _____

IS THIS AN OPEN PUBLIC EVENT (OPEN TO ALL MEMBERS OF COLLEGE COMMUNITY) YES NO

SOURCE(S) OF FOOD/BEVERAGE

FOOD PREPARED IN NON-COMMERICAL SPACE WILL BE DENIED • SPECIFIC LOCATION MUST BE PROVIDED:

DURATION THAT FOOD IS TO BE SERVED: FROM: _____ TO: _____

FOOD BEING SERVED IS INTENDED FOR RESALE: YES NO

FOOD/BEVERAGE BEING SERVED (PLEASE BE AS SPECIFIC AS POSSIBLE - INSUFFICIENTLY DETAILED MENUS WILL BE DENIED):

NO POTENTIALLY HAZARDOUS FOOD ITEMS WILL BE APPROVED - SPECIFICALLY - FOOD CONTAINING INGREDIENTS LISTED BY THE FDA AS TCS FOODS (FOODS THAT REQUIRE TIME & TEMPERATURE CONTROL FOR SAFETY) • FOOD THAT IS DETERMINED TO BE AT HIGH RISK OF CROSS-CONTAMINATION (PATHOGENS) OR HIGH RISK OF CROSS CONTACT (ALLERGENS).

THIS INCLUDES, BUT IS NOT LIMITED TO, FOODS CONTAINING: MILK & DAIRY, EGG, MEAT, POULTRY, FISH, SHELLFISH, CRUSTACEANS, HEAT-TREATED PLANT FOODS, TOFU OR OTHER SOY PROTEIN, CUT FRUIT.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

EXTERNALLY CATERED EVENTS (THOSE NOT CATERED BY BMC CATERING) REQUIRE THE FOLLOWING DOCUMENTATION:

SERVICE AGREEMENT DETAILING THAT A LICENSED CATERER IS SOLELY RESPONSIBLE FOR: SET UP OF EVENT, PROVIDING APPROPRIATE SANITARY EQUIPMENT, SAFE SERVICE OF FOOD WITHIN MONTGOMERY COUNTY HEALTH DEPARTMENT GUIDELINES & COMPLETE BREAKDOWN OF EVENT INCLUDING CLEANING AND TRASH REMOVAL.

PROOF OF LIABILITY INSURANCE FORM LISTING BRYN MAWR COLLEGE AS CERTIFICATE HOLDER AND NAMED AS "ADDITIONALLY INSURED" UNDER DESCRIPTION OF OPERATIONS.

INSURANCE & INDEMNIFICATION FORM WITH PROOF OF AUTO INSURANCE TO BE SIGNED FOR EACH EVENT SERVED BY THE LICENSED CATERER AND COLLEGE GROUP.

FORM LOCATION - [HTTPS://WWW.BRYNMAWR.EDU/INSIDE/OFFICES-SERVICES/DINING-SERVICES/CATERING/FULL-CATERING-POLICY](https://www.brynmawr.edu/inside/offices-services/dining-services/catering/full-catering-policy)

Person Responsible for Event (print)

Signature

Email

Email of Additional Recipient

DINING SERVICES ONLY—DO NOT WRITE BELOW THIS LINE

APPROVAL DENIAL

Dining Service Administration - BMCDS

BMCDS Signature

NOTES FOR SERVICE - (these notes must be followed for safe service of this food) :

SELF CATERED EVENTS: PLEASE DISPOSE OF YOUR TRASH AT THESE LOCATIONS:

BENHAM GATEWAY

Outdoor container by Gateway facing Sunken Garden

BETTWS-Y-COED

Outdoor container behind Bettws-y-Coed

CAMBRIAN ROW/PENSBY

Outdoor container by tennis courts

CAMPUS CENTER

Dumpster by Radnor

DALTON

Outdoor container behind Guild

ENGLISH

Outdoor container behind English

GOODHART

Dumpster in Rock Courtyard

GUILD

Outdoor container behind Guild

OLD LIBRARY

Outdoor container between College Hall & Canaday

PARK

Dumpster in Park parking lot

RUSSIAN

Outdoor container behind English

RHOADS

Outdoor container on side of building (facing Canaday)

SCHWARTZ

Outdoor container behind Schwartz

SOCIAL WORK

Outdoor container by parking lot entrance doors

STUDENT LIFE & WELLNESS

Outdoor container at side of building (Facing Erdman)

TAYLOR

Outdoor container behind Merion