SDSU CATERING WAIVER APPROVAL FORM
MUST BE TURNED IN 3 WEEKS PRIOR TO EVENT
Required for ALL food sources (Ask for additional paperwork for on campus vendors)
*Outside vendors may NOT sell on campus

Event Name_________________________________ Date _________________________   EAS #____________________________

Location _________________________________________ Time _________ to __________
Expected Attendance ______________

Description:
Fundraiser ☐  Aztec Nights ☐  Student Org Meeting ☐  Reception ☐  Rush Event/Tabling ☐  High school Conference ☐
Performance/Show ☐  Other: ________________________________________________________________________

Type:
Open to Public (any and all people, no invitation required) ☐  Closed Event (members/invitation only) ☐

Contact Information:
Name ________________________________________ Phone ____________________ Email ______________________
Sponsoring Org/Department __________________________________________________________________________

If purchasing food from restaurant or caterer, please see Certificate of Liability Insurance box below.
If purchasing pre-packaged food from grocery store or on campus vendor, Certificate of Liability Insurance is NOT required. Please fill out bid list table at the bottom of the page.

How is food being transported to campus?
Dropped off by food vendor ☐  Pick up ☐  Other: ____________________________________________________________________________

Who is serving the food?
Outside caterer ☐  Student Org ☐  Self-serve ☐  Other: ______________________________________________________

Certificate of Liability Insurance must be provided by an off-campus source. Please reference Aztec Shops, Ltd. Insurance Requirements for coverage limits and required additional insureds and endorsements. Vendors must provide the following insurance:

☐ Commercial General Liability is needed for ALL outside food sources including policy number, current effective dates, additional insureds and endorsements.
☐ If you checked “drop off by caterer”, you will need Automobile Liability including policy number, current effective dates, additional insureds and endorsements.
☐ If you checked “outside caterer” to serve food, you will need Workers Compensation including policy number and current effective dates.

The insurance policies are to contain, or be endorsed to contain, the following provisions:
The State of California, the Trustees of the California State University, San Diego State University, the campus of San Diego State University, Aztec Shops, Ltd., and their respective principals, trustees, beneficiaries, members, partners, shareholders, officers, directors, managers, employees, agents, contractors, volunteers, successors and agents (“collectively Aztec Shops and Related Parties”) are named as additional insureds

The Certificate Holder is to be listed as follows: Aztec Shops, Ltd.
Attn: SDSU Catering
San Diego State University
San Diego, CA 92182-1701

Bid List:

<table>
<thead>
<tr>
<th>Food Items (use additional paper if needed)</th>
<th>Store</th>
<th>Quantity</th>
<th>Price</th>
<th>Served (hot, cold, room temp)</th>
<th>Hot/Cold Holding device (Sternos is NOT allowed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*All beverages must be Pepsi products</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Office Use Only
Date Received: ____________________________ Complete ☐  Incomplete ☐

Approved By: ____________________________________________ Date: ____________________________