

**University of Richmond
Food Waiver Request
Form**

Law Student Organization

Contact/Coordinator:	Tel:
Organization/Group:	Fax:
Name of Event:	E-mail:
Event Location:	Event Date(s):
UR Confirmation #:	Expected Attendance:
	Event Hours:

- Check all that apply:**
- | | | | | | | |
|---------------------------------|--|----------------------------------|--|---------------------------------------|--|--|
| <input type="checkbox"/> Served | <input type="checkbox"/> Buffet (self-serve) | <input type="checkbox"/> Student | <input type="checkbox"/> Faculty/Staff | <input type="checkbox"/> Public/Other | <input type="checkbox"/> Event will be catered | <input type="checkbox"/> Potluck (each person brings a food item to share) |
|---------------------------------|--|----------------------------------|--|---------------------------------------|--|--|
- Purchasing takeout from an area restaurant to be consumed immediately by the group or department
- Food and/or beverage to be prepared on site and served to attendees, with or without charge
- There is no charge to attend this event, nor will food or beverages be sold to attendees

Menu Source: Delivery Method:

MENU:

Method used to keep foods at proper temperature:

The University has contracted with the Pepsi-Cola company for exclusive beverage representation on campus. The contract requires the University to only offer approved Pepsi-Cola products, stating that, "no Competitive Products are sold, dispensed, served, or sampled anywhere on campus." Per this agreement, products must be purchased from the local Pepsi-Cola bottler through the University's retail outlets or Dining Services. The purchase of Pepsi-Cola products from any non-campus retailer is not permitted. All University units and departments are required to abide by this contract whether purchasing beverages through an approved outside caterer or providing their own beverages for on-campus functions. For your convenience, Pepsi-Cola products may be purchased on-campus at ETC, the bookstore, or the Heilman Dining Center. For quantities greater than four (4) cases, and/or to request delivery advance ordering is required. To order, call (804) 289-8512, Monday through Friday from 9:00am to 4:30pm at least 3 working days prior to your event.

Beverage(s): Beverage Source:

Pepsi-Cola products include: soft drinks, bottled water, energy drinks, Tropicana Juice, Aquafina, Pure Leaf, and Gatorade

It is hereby agreed that the aforementioned group will indemnify and hold harmless the University of Richmond from any claims or actions which may arise from the provision of food at the event described herein, and that you agree to properly refrigerate and hold all perishable items.

The signed waiver must be display in full view at event please indicate how you would prefer to receive the event copy:

- | | |
|---|------------------------------|
| <input type="checkbox"/> Mail | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Pick up at the Heilman Business Center Office (Mon – Fri) between the hours of 8:30 – 5:00 | |

Your Name:

HEILMAN DINING BUSINESS CENTER OFFICE USE ONLY

Waiver approved Waiver denied Must comply with beverage agreement

Approved by: _____ Date _____