

Eastern Michigan University

Catering Provider Exception Request Form

Complete this form and submit at least 3 weeks (21 days) prior to a planned event. The exception review process may take up to 14 days. Please plan accordingly.

Important Information: *Automatic*

Exception

Any EMU catered event, with the exception of events held at The Student Center, where the cost of the food and its preparation totals less than \$100.00 shall be exempt from EMU Dining Services right of exclusivity. Food and preparation for such events need not be provided by EMU Dining Services, and automatically qualify for the exception. All groups that do not meet the above requirement, but still desire an exception, must complete the request form and receive approval from the EMU's Dining Services. Once you submit your request it will be reviewed by EMU Dining Services and approved or denied and returned to the requester. If approved the copy of your Approved Exception Request Form must be submitted along with your receipt when inputting into Concur. This submission is required by Accounts Payable in order to process the payment. Please note that any event held in The Student Center will not be eligible for an automatic exception.

Contact Information

Sponsoring Organization: _____ Date: _____

Contact Person: _____

Contact Email Address: _____

Contact Phone: Mobile: _____ Office: _____ Event

Information

Name of Event: _____ Event Date: _____

Requested Location: _____

Estimated Attendance: _____ Event Times: Start: _____ End: _____

Proposed Caterer: _____

Only Licensed and Insured Caterers will be approved.

Caterer Contact Person: _____ Caterer Phone: _____

Please provide a detailed justification for exception.

Please attach menu and pricing or use the space below to describe menu.

Please Note:

The Caterer must submit a copy of a Certificate of Insurance and a Health Department License.

Submit to:

Conference & Event Services: Student Center, Room 312 or BOOKEMU@emich.edu

OFFICIAL USE ONLY:

Date Received: _____ Date Responded: _____ Granted: Yes _____ No _____

Dining Director Signature: _____