

Submit to University of Oregon Catering at least 15 working days prior to event date.
E-mail: catering@uoregon.edu • Fax: 541-346-7080 • Phone: 541-346-4303

The following organization is seeking permission to have an outside catering firm cater an event:

Event title _____ Organization _____
No. of guests _____ Event date(s) _____ Contact/requestor _____
Location _____ Phone _____
Address _____ Fax _____
City/State/ZIP _____ E-mail _____

Reason for Request:

Event Menu:

Non-University Vendor:

Catering company _____ Contact _____
Address _____ Phone _____
City/State/ZIP _____ Fax _____

The organization is aware that they are responsible for providing University of Oregon Catering with a copy of the outside company's following documents (unless already on file):

- County Health Permit
- Certificate of Liability Insurance

Catering staff use only

Additional Guidelines/Comments:

Approved Not approved Signature _____ Date _____