

REQUEST TO SERVE FOOD IN THE BUSINESS BUILDING

EVENT/MEETING INFORMATION

Today's Date: _____ **Date of Event:** _____ **Work Order #:** _____

The following information is required for appropriate consideration to be given to applications from anyone wishing to serve food in the Business Building. Please complete all items and submit to the Smeal College RIIT Group, 011 Business Building, RIIT@smeal.psu.edu, no less than two weeks prior to your event.

Full Name of Event Sponsor: _____

Event Start Time: _____ **AM/PM** **Event End Time:** _____ **AM/PM** **Room(s):** _____

CATERING INFORMATION

Per Policy AD26: At University Park, the sale or service of food and/or beverages at any function or program open to the public and/or community by other than authorized University departments such as Housing and Food Services, Penn State Hospitality Services, University Creamery, or by an accepted external food and beverage provider contracting for food and beverage services, is prohibited. Risk Management maintains a current listing of all accepted external food and beverage providers that might provide services to the University at any location. This list of caterers, who have met the University's insurance requirements, can be found online at: <http://www.controller.psu.edu/divisions/riskmanagement/vendors/caterers/>

Name of Catering Company: _____ **Contact:** _____

Caterer Phone: _____ **Caterer Address:** _____

Describe, in detail, food and beverages to be served: (Food items must be detailed below, or attached on a separate sheet. Simply indicating "breakfast items" or "snacks" is not adequate and your request will be denied.)

Important Note Regarding Beverages: The University has entered into an agreement with Pepsi for specific beverage products, however dispensed. The terms of the agreement are for a 10-year period beginning July 01, 2012 through June 30, 2022. All beverages served at any event at University Park must be products distributed by Pepsi. Regulated Beverages include: Colas and other flavored carbonated drinks; fruit juice and fruit flavored drinks; ready-to-drink chilled coffee drinks; chilled tea products; sport drinks and fluid replacements; energy drinks; packaged carbonated or still water (including spring, mineral or purified); liquid concentrate teas; frozen carbonated and non-carbonated beverages; and any future categories of nonalcoholic beverage products that may be distributed by Pepsi. For a list of beverages distributed by Pepsi, please visit: <http://controller.psu.edu/sites/default/files/users/risk/docs/Pepsibevbrands.pdf>

AUTHORIZATION

Printed Name of Person Submitting Application: _____ **Phone:** _____

Signature: _____ **Title:** _____

RIIT GROUP USE ONLY

Date Forwarded to H&FS: _____ Application Approved? Yes _____ No _____

Date Received: _____ Date of Response: _____